

# Cañada College Catalog 1973-1974







Mary Donohue

# Cañada College Catalog

## 1973-1974

*Cañada College, a community college within the San Mateo Community College District, is accredited by the Western Association of Schools and Colleges.*

*4200 Farm Hill Boulevard, Redwood City, California 94061  
Phone (415) 364-1212*

# Table of Contents

Calendar for the College Year	3
Board of Trustees, Administration	4
College Faculty	5
General Information	11
Evening College	17
Admissions Information	19
Registration	21
Grades and Scholarship	22
Academic Standards	23
Student Obligations	24
Student Personnel Services	25
Scholarships	28
Graduation Requirements	29
State Universities and Colleges	34
Suggested Curricula	40
Announcement of Courses	57
Index	106
Campus Layout (map)	109
Routes to the Campus (map)	110



# Calendar for 1973-74

**June 25-Aug. 3, 1973** Six-week summer session

**June 25-Aug. 17, 1973** Eight-week summer session

**June 25-Aug. 31, 1973** Ten-week summer session

## FALL SEMESTER

**Sept. 3** Labor Day holiday

**Sept. 4,5,6** Registration, new students

**Sept. 5** (7-10 p.m.) Registration, new special students

**Sept. 6** (9 a.m. - noon) Registration, new special students

**Sept. 10** Admission Day holiday

**Sept. 11** Day and evening classes begin

**Sept. 17** Last day to add new classes

**Oct. 1** Census day

**Oct. 15** Applications available for spring semester

**Oct. 22** Veterans Day holiday

**Nov. 2** Mid-term grade reports due

**Nov. 22-23** Thanksgiving recess

**Nov. 26-Dec. 14** Counseling, continuing students

**Dec. 7** Last day to apply for graduation

**Dec. 17-Jan. 1** Winter recess

**Jan. 16-25** Final examinations

**Jan. 21** Evening College classes close

**Jan. 25** Day College classes close

## SPRING SEMESTER

**Jan. 22-25** Registration, new and returning students

**Jan. 28-29** Registration, new special students

**Feb. 4** Day and evening classes begin

**Feb. 8** Last day to add new classes

**Feb. 12** Lincoln Day holiday

**Feb. 18** Washington Day holiday

**Feb. 25** Census day

**March 15** Applications available for fall semester

**March 29** Mid-term grade reports due

**April 8-12** Spring recess

**April 19** Last day to apply for graduation

**May 6-24** Counseling, continuing students

**May 27** Memorial Day holiday

**June 4-13** Final examinations

**June 10** Evening College classes close

**June 13** Day College classes close

**June 13** Commencement

**June 24-Aug. 2, 1974** Six-week summer session

**June 24-Aug. 16, 1974** Eight-week summer session

**June 24-Aug. 30, 1974** Ten-week summer session

# Board of Trustees Administration

## BOARD OF TRUSTEES

**Eleanore D. Nettle**  
(Since 1956)  
Housewife

**Francis W. Pearson, Jr.**  
(Since 1963)  
Certified Public Accountant

**Robert A. Tarver**  
(Since 1953)  
Attorney

**James R. Tormey, Jr.**  
(Since 1971)  
Attorney

**Carl E. Ward**  
(Since 1960)  
Financial Consultant

**Glenn P. Smith**  
Chancellor-Superintendent

## COLLEGE ADMINISTRATION

**James W. Duke**  
President

## INSTRUCTION SERVICES

**George A. Mangis**  
Dean of Instruction

**Leland H. Mahood**  
Associate Dean of Instruction,  
Continuing Education

**Frederick L. Gilman**  
Assistant Dean of Instruction,  
Occupational Education

**Amerigo T. Ciani**  
Chairman, Library and  
Audio-Visual

**Ruth K. Nagler**  
Assistant for Community Services

**Edward J. Valeau**  
Assistant Dean of Instruction-  
Multicultural Institute

## STUDENT SERVICES

**William J. Walsh**  
Dean of Students

**Patricia O'Brien**  
Associate Dean of Students

**Joseph J. Marchi**  
Assistant Dean of Students-Counseling

**Lester S. Campbell**  
Head,  
Student Development Program

**Ella E. Turner**  
Assistant Head,  
Student Development Program

**Lynn E. Carlyle**  
Assistant for Registration

**John H. Rhoads**  
Administrative Assistant

## DIVISION CHAIRMEN

**Louis E. Yaeger**  
Business

**Robert Stiff**  
English and Foreign Languages

**John H. Krueger**  
Fine Arts

**John C. Forsythe, Jr.**  
Health Education and  
Life Sciences

**James R. Loughrey**  
Mathematics and Engineering

**Lois S. Jacques**  
Recreation and Physical Education

**Samuel J. Nicolopoulos**  
Athletic Director

**Ross W. Westover**  
Physical Sciences

**Melvyn E. Pratt**  
Social Sciences



# Faculty 1973-74

(Date of appointment to San Mateo Community College District follows name.)

**Aarons, Bernard L.** (1960)  
Geology, Geography  
B.S., Pennsylvania State College  
M.S., Univ. of California  
Berkeley

**Anderson, Richard W.** (1970)  
Physical Education  
B.A., San Jose State College  
M.A., Stanford University

**Andrew, Alan** (1968)  
Mathematics and Physics  
B.S., University of Nebraska  
M.S., Ph.D., California Institute of  
Technology

**Ashley, Lyman C.** (1968)  
Physical Education  
B.S., M.A., California State  
Polytechnic College

**Batch, Robert W.** (1965)  
Chemistry  
B.S., Tufts University  
M.S., Northeastern University

**Bates, Herman D.** (1971)  
Psychology  
A.B., Western Reserve Univ.  
A.M., University of Michigan

**Berdon, Jean D.** (1969)  
Mathematics  
B.S., Tufts University  
M.S., University of Connecticut

**Blanton, Donald J.** (1964)  
Biology, Botany  
B.A., Aquinas College  
M.S., University of Michigan

**Branstrom, Marvin J.** (1970)  
Biology/Health Education  
B.A., M.A., San Jose State College

**Campbell, Lester S.** (1969)  
Head, Student Development  
Program  
B.S., Bethune Cookman  
M.A., San Francisco State College

**Chan, Florence M.** (1968)  
Library  
B.A., University of British  
Columbia  
M.L.S., Univ. of California,  
Berkeley

**Ciani, Amerigo T.** (1965)  
Chairman, Library and Audio-  
Visual Services  
A.B., M.A., M.L.S., Ph. D., Univ.  
of California, Berkeley

**Cline, Alec O.** (1968)  
Food Technology, Instructor-Chef

**Coleman, Gaylord W.** (1969)  
Counselor  
A.B., Northwest Missouri State  
College  
M.A., Stanford University

**Collins, James E.** (1954)  
Economics, Counselor  
A.B., Syracuse University  
A.M., Stanford University

**Cory, Genevieve H.** (1968)  
Home Economics  
B.S., University of Nevada  
M.A., Ph.D., Univ. of California,  
Berkeley

**Crockett, R. Kent** (1965)  
Speech, English  
B.A., M.A., San Jose State College

**Cunningham, Lois** (1971)  
B.A., Briar Cliff College  
M.A., St. Louis University

**Curtis, Robert M.** (1967)  
English  
B.A., M.A., San Francisco  
State College

**Damon, Rosemary W.** (1970)  
Business  
B.S., Univ. of California, Berkeley  
M.B.A., Stanford University

**de la Rocha, Gilberto P.** (1968)  
Counselor, English  
A.A., Grant Technical College  
B.A., Sacramento State College

**Del Gaudio, Joan A.** (1965)  
Business, Counselor  
B.S., Cen. Connecticut State  
College  
M.Ed., Boston University

**Denison, Frank G.** (1964)  
Engineering  
S.B., Mass. Institute of Technology  
M.S., A.E., California Institute of  
Technology

**D'Epiro, Pasquale S.** (1961)  
Library, Audio-Visual  
B.A., Hunter College  
M.A., Denver University

**Drever, Jerard D.** (1968)  
Physical Education  
A.A., College of San Mateo  
A.B., San Jose State College

**Duke, James W.** (1971)  
President  
B.S., M.A., Louisiana State  
Ed.D., Univ. of Southern California

**Eakin, J. David** (1968)  
Spanish, French  
A.B., M.A., University of Oregon



- Earnhardt, Eldon D.** (1969)  
Anthropology  
B.A., M.A., San Francisco State  
College
- Easter, Stanley E.** (1969)  
Music, Counselor  
B.M., University of Rochester  
M.M.Ed., University of Oklahoma  
Ed.D., Columbia University
- Egan, Philip F.** (1971)  
Art  
B.A., Indiana University  
B.F.A., Kansas City Art Institute  
M.F.A., Pennsylvania State Univ.
- Ellett, Melvin K.** (1952)  
Drama  
A.B., M.A., Ph.D., Stanford  
University
- Eyer, Dianne M.** (1970)  
Home Econ., Psychology  
Counselor  
B.S., M.S., Purdue University
- Fahey, Frank M.** (1956)  
History  
A.B., University of Washington  
A.M., Ph.D., Stanford University
- Festa, Angelo R.** (1966)  
Physical Education  
B.S., Michigan State University  
M.S., Southern Illinois University
- Forsythe, John C., Jr.** (1957)  
Chairman, Life Sciences and  
Health Education Division,  
Counselor  
A.A., San Mateo Junior College  
A.B., A.M., Stanford University
- Fraknoi, Andrew G.** (1972)  
Astronomy, Physics  
B.A., Harvard College  
M.A., Univ. of California,  
Berkeley
- Friesen, John B., Jr.** (1963)  
English  
A.B., M.A., Univ. of California,  
Berkeley
- Fryckman, Robert C.** (1969)  
Counselor  
B.A., Baptist Bible College  
M.A., University of Colorado
- Garlington, Philip C.** (1958)  
Veterans' Coordinator, English  
A.B., Montana State University  
M.A., Univ. of California,  
Berkeley
- Gilman, Frederick L.** (1956)  
Assistant Dean of Instruction,  
Occupational Education  
B.S., Univ. of California, Berkeley  
M.A., San Francisco State College
- Giuntoli, Mervin A.** (1966)  
Biology, Zoology  
B.A., M.A., San Jose State College
- Glessing, Robert J.** (1968)  
Journalism, English  
B.A., Marquette University  
M.A., Univ. of California, Berkeley
- Gray, Gordon M.** (1958)  
Physical Education and Recreation  
Education  
B.A., Univ. of California, Santa  
Barbara  
M.A., San Francisco State College
- Hancock, John C.** (1968)  
Music  
A.B., San Francisco State College  
M.A., San Jose State College
- Hancock, Michael P.** (1969)  
Sociology  
B.A., San Francisco State College  
M.S.W., San Francisco State  
College
- Harris, Donald C.** (1969)  
Spanish  
B.A., Howard University  
M.A., San Francisco State College
- Heidsiek, Richard C.** (1968)  
Art  
B. of Art Ed., M.F.A., California  
College of Arts and Crafts
- Hergert, Loretta J.** (1969)  
Health Education and Health  
Counselor  
B.A., M.A., University of Colorado  
Ph.D., University of Utah
- Hoffman, Craig R.** (1965)  
English  
B.A., Univ. of California, Berkeley  
M.A., San Francisco State College
- Holle, Fredric A.** (1968)  
Art  
B.A., M.A., San Diego State  
College
- Holcomb, Nancy C.** (1973)  
Radiologic Technology  
A.A., College of San Mateo  
B.A., California State  
University, San Francisco
- Hurley, Gale E.** (1968)  
Business  
A.B., San Jose State College  
M.A., San Francisco State College
- Ienni, Philip C.** (1969)  
Music  
B.S., M.S., Juilliard School of  
Music
- Jacques, Lois S.** (1967)  
Chairman, Physical Education  
and Recreation Education  
Division  
B.A., University of Nevada  
M.A., San Jose State College
- Jeppson, Joseph** (1963)  
History  
A.M., Stanford University  
B.S., LL.B., J.D., University of  
Utah  
Ph.D., Univ. of California,  
Berkeley
- Jost, Erwin** (1955)  
English, German  
A.B., San Jose State College  
A.M., Stanford University
- Katz, Sandra M.** (1964)  
Business  
B.S., M.S., Western  
Illinois University



- Kennedy, Kenneth D.** (1967)  
Political Science, History  
A.A., College of San Mateo  
B.A., M.A., San Francisco State College
- Kenney, William C.** (1968)  
English  
A.A., College of San Mateo  
B.A., Stanford University  
M.A., San Jose State College
- Keys, Elijah James** (1969)  
English, Counselor  
B.S., University of Minnesota  
M.A., San Francisco State College
- Kilpack, Bennett B.** (1969)  
Sociology, Education  
A.A., College of San Mateo  
B.S., M.S., Southern Oregon College
- Krueger, John H.** (1968)  
Chairman, Fine Arts Division  
B.S.M.E., University of Cincinnati  
B.M., Cincinnati Conservatory of Music  
M.A., Colorado College
- La Berge, Robert R.** (1969)  
Administration of Justice  
B.A., M.A., San Jose State College
- Leavitt, James S.** (1971)  
Administration of Justice  
B.A., San Jose State College
- Le Bow, Diane** (1968)  
English  
A.B., Douglass College  
M.A., Univ. of California, Berkeley
- Lepisto, Martin M.** (1968)  
Drama  
B.S., Midland College  
M.A., Northwestern University
- Loughrey, James R.** (1963)  
Chairman, Math-Engineering Division  
B.S., St. Michael's College, Vermont  
M.S., Rensselaer Polytechnic Inst.
- Mahood, Leland H.** (1964)  
Associate Dean of Instruction, Continuing Education  
B.A., Whittier College  
B.D., University of Chicago
- Mangis, George A.** (1946)  
Dean of Instruction  
B.S., Univ. of California, Los Angeles  
M.A., San Francisco State College
- Manning, Patrick** (1968)  
Social Science, History  
B.S., California Institute of Technology  
M.S., Ph.D., Univ. of Wisconsin
- Marchi, Joseph J.** (1968)  
Assistant Dean of Students-Counseling  
B.A., San Francisco State College  
M.A., Columbia University Teachers College
- McNamara, Cheryl J.** (1968)  
Physical Education  
B.A., San Jose State College  
M.A., San Francisco State College
- Messner, Gerald M.** (1964)  
English  
A.B., Stanford University  
M.A., Los Angeles State College
- Nagler, Ruth K.** (1968)  
Assistant for Community Services  
B.B.A., City College of New York  
M.A., New York University
- Nicolopoulos, Samuel J.** (1968)  
Physical Education, Athletic Director  
A.A., College of San Mateo  
B.A., San Jose State College  
M.A., Stanford University
- Nissen, Robert M.** (1969)  
Art  
A.B., San Jose State College  
M.A., Stanford University
- Norman, Timothy H.** (1968)  
Mathematics  
B.A., St. Procopius College  
M.S., University of Norte Dame
- O'Brien, Patricia** (1968)  
Associate Dean of Students  
B.A., Michigan State University  
M.A., University of Maryland
- Owyang, Walter M.** (1970)  
School Psychologist, Psychology  
A.B., Univ. of California, Berkeley  
M.A., San Jose State College  
Ph.D., Univ. of Nebraska
- Pagels, Guerd G.** (1956)  
English  
A.B., Western Washington College  
A.M., Ed.D., Stanford University
- Plunkett, Charles R.** (1965)  
English  
A.B., Stanford University  
M.A., San Francisco State College
- Pratt, Melvyn E., Jr.** (1954)  
Chairman, Social Sciences Division  
A.B., Stanford University  
B.D., Yale University  
Ph.D., Stanford University
- Ramos, Richard M.** (1967)  
Spanish  
A.A., Yuba Junior College  
B.A., University of Pacific  
M.A., Stanford University
- Raney, Donald C.** (1953)  
Chemistry  
A.B., San Jose State College  
A.M., Stanford University
- Reller, Theodore L., Jr.** (1968)  
Political Science, History  
A.B., M.A., Univ. of California, Berkeley
- Rodriguez, Ernest** (1970)  
Counselor, Student Development Program  
A.B., M.A., San Francisco State College
- Schey, Robert E.** (1970)  
Counselor  
B.A., M.A., San Francisco State College
- Simmons, Gordon T.** (1964)  
Anatomy, Biology  
B.S., D.V.M., Univ. of California, Davis



8 Faculty (cont.)

- Siringer, Norman W.** (1969)  
English  
B.A., M.A., Western Reserve  
University
- Sitton, Carl V.** (1968)  
Music  
B. Mus., Texas Wesleyan College  
M.A., Mills College
- Skinner, Byron R.** (1968)  
Social Sciences, History  
B.A., Western Michigan University  
M.A., Illinois State Teachers  
College
- Smart, Francis A.** (1954)  
Business Administration  
B.S., Univ. of California, Berkeley  
L.L.B., Hastings College of Law
- Smith, Eileen M.** (1969)  
Home Economics, Psychology,  
Education  
B.A., Univ. of California, Berkeley  
M.A., San Francisco State College
- Smith, Kurtwood L.** (1969)  
Drama  
A.A., College of San Mateo  
B.A., San Jose State College  
M.F.A., Stanford University
- Spangenberg, Ruth B.** (1968)  
Psychology, Counselor  
B.A., Pomona College  
M.A., Stanford University
- Stegner, Paul F.** (1970)  
Psychology  
B.S., Pennsylvania State University  
M.A., Fresno State College  
Ph.D., Washington State
- Steidel, James N.** (1971)  
History, Geography  
B.A., Kenrick College  
M.A., Univ. of Southern California
- Stein, Pamela D.** (1969)  
English  
A.B., M.A., Univ of California,  
Berkeley
- Stiff, Robert** (1961)  
Chairman, English and Foreign  
Languages Division  
A.B., M.A., San Francisco State  
College
- Stoney, James M.** (1959)  
Bacteriology, Biology  
B.A., M.A., San Francisco State  
College
- Stringari, Lawrence T.** (1969)  
Psychology  
B.A., M.A., San Francisco State  
College
- Sutherland, Kenton** (1970)  
English  
B.A., University of Americas  
M.A., Univ. of California, Los  
Angeles
- Sweatt, Maurice L.** (1966)  
Biology  
A.B., Univ. of California, Berkeley  
M.S., University of Oregon
- Swenson, Jack S.** (1964)  
English  
B.A., University of Minnesota  
M.A., San Francisco State College
- Szabo, Rosalee** (1969)  
English  
B.S., Cornell University  
M.A., University of Rochester,  
N.Y.
- Thein, Van Raymond** (1970)  
Music  
B.A., M.A., San Francisco State  
College
- Tovissi, Joseph A.** (1965)  
Mathematics, Counselor  
B.S., Kent State University  
A.M., Stanford University  
M.S., Purdue University
- Turner, Ella E.** (1969)  
Asst. Head, Student Development  
Program  
B.S., Southern University,  
Louisiana  
M.S., University of Nebraska
- Upton, James M.** (1968)  
Philosophy, Statistics  
A.B., A.M., Gonzaga University  
M.S., Seattle University
- Valeau, Edward J.** (1972)  
Assistant Dean of Instruction,  
Multicultural Institute  
B.S., Southern University  
M.S., California State University,  
Hayward
- Varner, Harold W.** (1970)  
Psychology, Sociology, Religion  
B.S., Morehouse  
M.DIV., D. Th., D.D., Chicago  
Lutheran Sch. of Theology,  
Chicago Univ. and American  
Foundation of Religion and  
Psychiatry, New York City
- Vial, Silvano A.** (1964)  
Physical Education  
B.S., University of Idaho  
M.A., Stanford University
- Walsh, William J.** (1956)  
Dean of Students  
A.A., Glendale College  
A.B., Univ. of California, Berkeley  
M.S., Northwestern University
- Westover, Ross W.** (1962)  
Chairman, Physical Sciences  
Division  
B.S., Brigham Young University  
M.S., Syracuse University
- Whitmore, Amy D.** (1968)  
English  
A.B., Southern University  
M.A., North Carolina College
- Workman, Gilbert B.** (1968)  
History  
B.A., Yale University  
M.A., San Jose State College
- Wortz, Eleanor T.** (1964)  
Business  
B.S., Catawba College  
M.A., San Jose State College
- Yaeger, Louis E.** (1955)  
Chairman, Business Division;  
Counselor  
B.S., Southwestern Institute of  
Technology of Oklahoma  
M.S., Univ. of Southern California
- Young, Frank C.C.** (1969)  
Philosophy  
B.A., University of Florida  
M.A., San Francisco State College
- Zingales, Thomas J.** (1964)  
French, German  
B.A., University of Notre Dame  
A.M., Stanford University











# General Information

## The College

Cañada College opened in 1968. Its 131-acre site is located in the western foothills of Redwood City and overlooks the Bay. The College takes its name from Cañada Road, which winds its way through the valley to the west of the college; the Spanish word "cañada" means "long valley." The campus is set in a quiet pastoral setting and its buildings are reminiscent of 13th century Florence, Italy.

Cañada is one of three community colleges in the San Mateo Community College District and its primary service area is the southern portion of San Mateo County.

The College expects to enroll some 7,300 day and evening students in the current semester. Instructional offerings cover all of the broad and essential areas of human knowledge, including the arts, sciences, literature, and vocational courses which are offered through a variety of learning environments.

The College's classrooms are small by design and offer the opportunity for students to become personally acquainted with their instructors. A comprehensive student services program includes academic, vocational, health and personal counseling services, financial aids, tutorial assistance and a full range of student activities.

Cañada is a friendly and open campus. Teachers, students and administrators share delegated responsibilities for curriculum development, the learning processes and the general campus environment as full voting members of various College committees which provide guidance and assistance to the College President.

## Philosophy of the College

Cañada College holds that these beliefs and concepts are vital to the fulfillment of our objectives:

1. We believe that the individual possesses dignity, and we encourage him to recognize his worth and to make his own unique contributions to our society.
2. We believe that we must exert educational leadership in identifying and serving the educational needs of the community.
3. We recognize that each discipline has its own integrity and that the College has a responsibility to achieve a balance

between specialization and generalization in the organizing and presenting of subject matter.

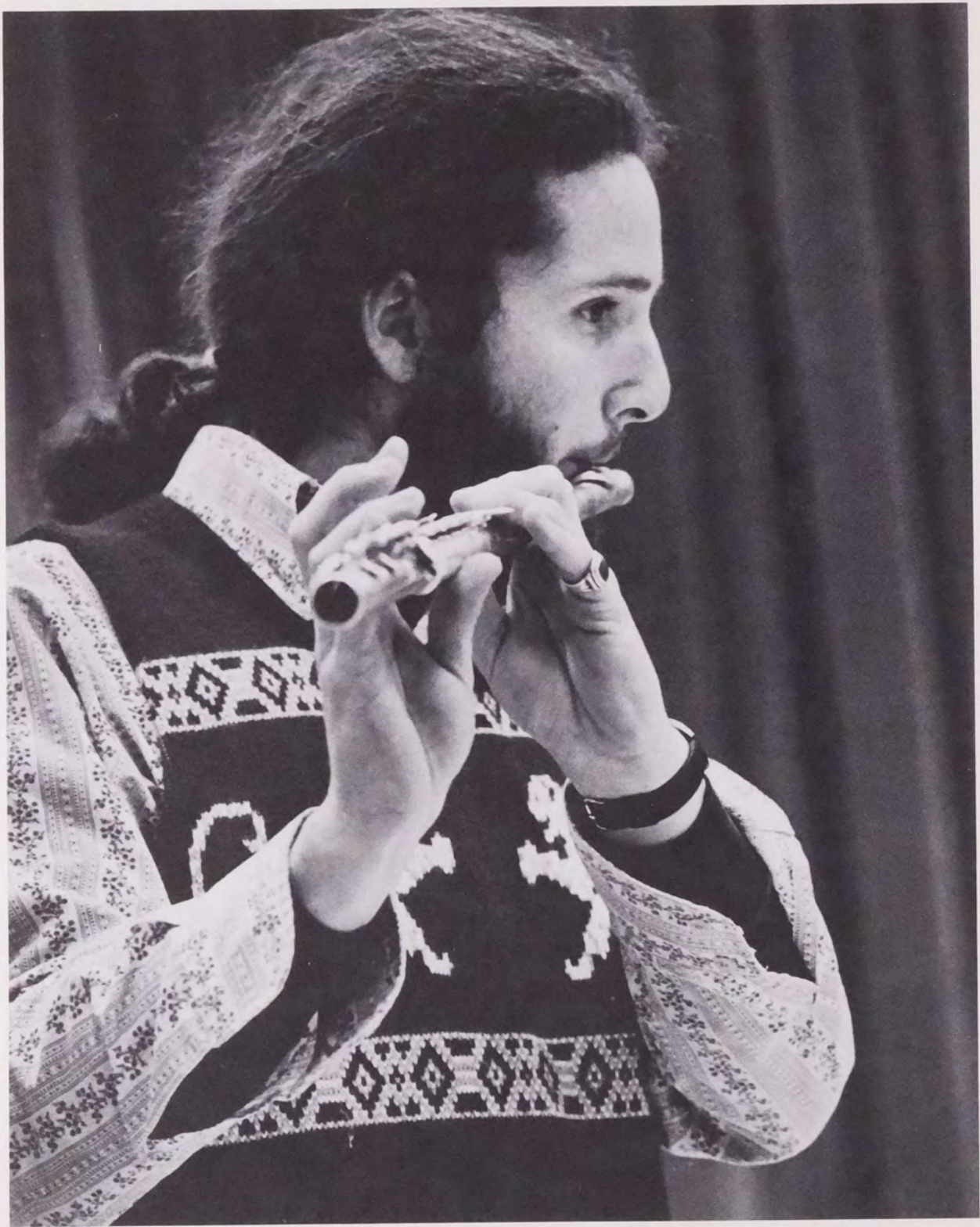
4. We think it is important to include all members of the College community in the shaping of class content, curriculum and College policy.

5. We recognize that students come to us with a variety of expectations and that they possess different degrees and kinds of intelligence and skills.

6. We believe the heart of the College to be the student and believe that close student-faculty relationships contribute to learning and to the kind of atmosphere in which learning can be reciprocal.









## Objectives of the College

Specifically, Cañada College provides its students with:

1. Courses which will enable them to complete the first two years of college work, in order to satisfy the lower-division requirements of four-year institutions.

2. Training in and improvement of skills, which will qualify them for employment in business and industry and in careers with public service agencies.

3. Counseling, tutoring and special programs which enable them to recognize and to deal with their special abilities, interests and needs so that they can make independent and mature decisions.

4. Classes and resource facilities in which all persons in the community may broaden their educational and vocational potential and enhance their cultural development.

In all of these courses and programs, we believe that we have the obligation to help each student:

To develop useful skills,

To think critically,

To learn how to learn, which, in addition to seeking answers, involves asking thoughtful questions,

To be responsive to persons and things in his immediate environment and to increase his skills in human relationships,

To appreciate and enjoy our pluralistic cultural heritage, and

To re-examine constantly, in the light of increased knowledge and changing circumstances, his own and society's basic assumptions and objectives.



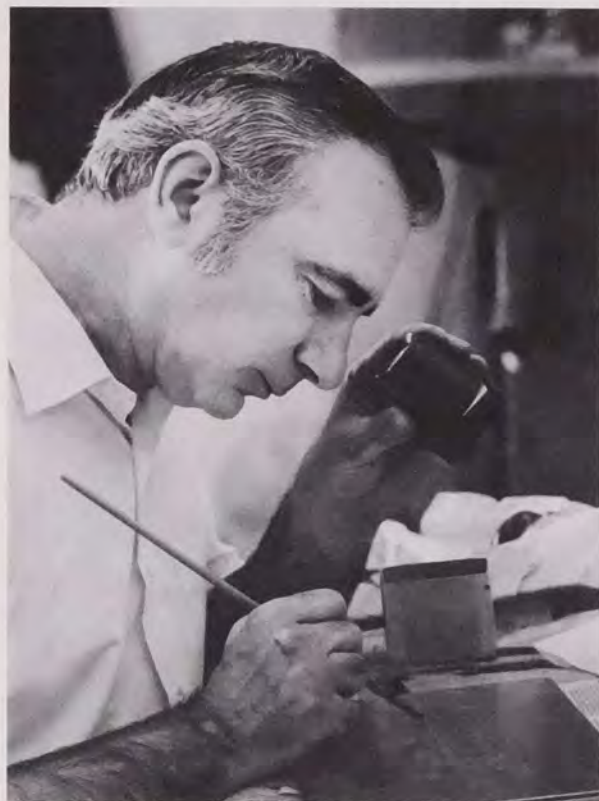
To assist each student to profit most from his education, the College helps him to explore his aptitudes, to choose his lifework and to plan an educational program which will prepare him for that work. It offers this assistance through a formal program of guidance and counseling, and through informal student-teacher relationships, which are among the most distinctive and valuable of its services. The College recognizes the educational value of the organized student activities and encourages student and faculty participation in these activities.

Cañada College is a part of a colorful community which, situated as it is, close to San Francisco and to several fine colleges and universities, enjoys many cultural advantages. Many graduates will transfer to the University of California, Stanford University and the nearby state colleges. The needs of these students who transfer to upper-division work are carefully provided for in the curriculum. Many Cañada College students, having terminated their formal education with the Associate in Arts degree, will find employment in business and industry.









### **Role of the Faculty and Students**

Cañada College is governed by policies approved by the Board of Trustees of San Mateo Community College District. These policies encourage maximum autonomy and therefore delegate many responsibilities to the individual colleges within the District.

Cañada College seeks the counsel of its faculty and students through a system of permanent committees and through informal or short-term bodies. The regular committees are organized under the Faculty Senate, which operates through a Governing Council (elected by the teaching faculty) and through the following committees: Curriculum, Faculty-Student Relations, Professional Personnel and Salary. Student members of the first two of the listed committees are appointed by the Associated Students Council.

### **Accreditation**

Cañada College is approved by the Office of the Chancellor of the California Community Colleges and by the Veterans Administration, and is fully accredited by the Western Association of Schools and Colleges,

the recognized local agency which is affiliated with the Federation of Regional Accrediting Commissions of Higher Education.

### **Summer Session**

San Mateo Community College District offers summer sessions at colleges within the District. Further information may be obtained by calling Cañada's Evening College and Summer Session office.

Summer session also affords the opportunity for superior high school students, after completing their junior year, to take a number of selected college courses. Further information may be obtained by contacting the high school counselor.

### **College Library**

With a dramatic reading room which affords a panoramic view toward the wooded slopes of Skyline ridge, the library provides students with excellent facilities for the use of books, periodicals, and audio-visual materials.

The library is housed in the westernmost section of the lower two floors of the Campus Center. The lower floor includes a stack area for books, a reading room, the main circulation desk, periodical and reference areas, a typing room, and library offices and work areas. On the second floor are the language laboratory and listening rooms, a conference room, and audio-visual circulation and service areas.

No effort has been spared to make the library an inviting and easily accessible place for study, research and browsing. There are 90 carrels for individual study and some 200 seats at tables. The present collections comprise over 30,000 carefully selected volumes, over 500 periodicals and over 2,000 reels of microfilm. In the audio room there are 86 stations for listening to music, to language and to other recordings, and a collection of over 4,500 phonodiscs recorded tapes and cassettes. The language laboratory has 12 stations for recording and for listening. All audio materials are available for home use.

Cañada College students have the privilege of using all library facilities of the College of San Mateo with its 90,000 volumes and large collections of microfilms, phonodiscs and tapes; they may also use the facilities of Skyline College.

### **Parking**

Parking for students is provided on the campus in clearly designated areas. Certain parking places are reserved for handicapped students, for visitors who have guest permits, and for faculty and staff.







# Evening College

## General Information

The Evening College program is designed to serve the total community. Although a large majority of those attending Evening College are adults, many day students avail themselves of the opportunity of taking classes in the evening to round out their programs or to better fit their time schedules.

Approximately 150 classes are offered in 12 instructional areas each semester.

A schedule of classes giving the times, days, and classroom locations is printed each semester and is available at the College and public libraries prior to registration.

A registration fee of \$10 is charged to persons 21 years of age and older for enrollment in each class for each semester. In those classes using special supplies, all students are assessed an additional fee. Students purchase their own textbooks, notebooks, and supplies.

Registration procedures will be described in the Evening College Schedule and should be carefully noted.

Classes in the Evening College program are open to persons who are over 18 years of age or who are high school graduates.

Requirements for the Associate in Arts degree are listed in the College catalog obtainable in the College bookstore. Requirements for the A.A. degree and the certificate programs may be fulfilled through attending Evening College classes.

The Evening College offers certificate programs in Business Management, Industrial Management, Supermarket Management, Public Administration, Small Business Management, Financial and Credit Management, Nursery School Assistant and Teacher Assistant. Additional certificate programs are planned for the future. A Cooperative Education program is also offered in which students receive units toward the certificate and the Associate in Arts degree.

Many persons complete requirements for lower-division programs in Business Administration, Education, Liberal Arts, and other areas while obtaining the Associate in Arts degree. A complete offering in any one of these transfer programs may not be available each semester.



## Counseling

Day students who plan to attend Evening College classes should first discuss those classes with their day counselor and receive his approval. Counseling services are also provided by the Evening College for persons who wish assistance in planning programs of evening study. For information concerning work in a specific subject, students may consult the instructor of the class in which they may be interested. Any one not registered in the day college who wishes individual counseling should bring transcripts of previous work to his interview. Requests for such assistance should be made at the Registrar's office.

## Eligibility

Certain classes have prerequisites which are described in the Evening College Catalog. Please check prior to registration.

## Faculty

The Evening College faculty includes teachers from the regular college staff, teachers from nearby colleges and schools, and persons from business, industry, the professions, and other areas of specialization.







# Admissions Information

## High School Juniors and Seniors

High school students recommended by their counselors may enroll in programs at Cañada. For further information, students should consult their high school counselor or the Office of Admissions and Records at Cañada College.

## High School Graduates

Normally, graduation from high school or other schools of equivalent rank is a prerequisite for admission.

Persons over 18 years of age who are legal residents of San Mateo Community College District may be admitted to classes even though they are not high school graduates if, in the opinion of the President, they can profit from the experience. Students who use college credits to satisfy high school graduation requirements cannot use these same credits for college graduation or transfer.

(Any person who is not a legal resident of California or who is a legal resident of another community college district in California, please see Residence Requirements for Admission.)

## Transfers From Four-Year Institutions

Transfer students from four-year institutions are welcome. Academic records will be evaluated by the Registrar, and credit allowed for lower-division work completed in other accredited institutions. At the time of evaluation, the Academic Standards Policy of Cañada College will be applied. (See Academic Standards.)

## Transfers From Other Community Colleges

Students who have previously attended another community college and are in good standing are eligible to enroll at Cañada College subject to residence requirements. Students who have been disqualified by another junior college will not be admitted in the semester immediately following their attendance at that junior college. After one semester's absence, such students may be admitted, subject to the Academic Standards Policy.

## Veterans and Veterans' Dependents

Cañada College is listed by the Veterans Administration as qualified to receive students under Chapter 34 (veterans), Chapter 35 (veterans' dependents) and Chapter 31 (rehabilitation). All students, except those under Chapter 31, buy their own books and supplies. Those interested in attending Cañada College under any of these chapters should contact the Veterans Administration Office at 49 Fourth Street in San Francisco or 590 Hamilton Street in Redwood City to determine eligibility for benefits. After eligibility is determined, the veteran should bring his Certificate of Eligibility and receipt of registration to the Registrar's Office for processing.

Veterans will receive six units of credit for Health Education, First Aid and Physical Education upon presentation of discharge papers showing honorable discharge and active service of one year or more in the United States armed forces. They may receive additional credit for work satisfactorily completed under the training program of the armed forces upon presentation of proof of such work. These units will be posted to the student's record at the time of graduation. Tutorial assistance is available if needed.

Ordinarily students in the six-month Reserve training programs are not eligible for this credit. This is in accordance with the recommendations of the American Council on Education, issued September, 1957.

Veterans are encouraged to see the Cañada College veterans coordinator in the Administration Building regarding tutorial assistance and other services.

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Application should be made to the California Department of Veterans Affairs at 350 McAllister Street in San Francisco.

## Adult Students

All regular day or credit classes are open to adults who wish to attend. Adults are expected to assume the obligations and responsibilities of regular community college students and may avail themselves of the counseling and other services of the College. For the Evening College classes, see the Evening College schedule.



## Special Students

(One or Two Courses Only)

A student taking one or two courses only is designated "Special." Special students must submit applications during filing dates but are not required to submit transcripts; however, special students taking courses toward career preparation or transfer are encouraged to have transcripts on file for counseling purposes.

## Foreign Students

Cañada College offers a well-developed program for students from other countries. The College provides a counselor with specialized experience to assist them with personal and academic problems, and a Community International Students Committee offers excursions and programs to acquaint them with other aspects of American life.

Applicants from outside the United States must:

1. Have completed the equivalent of an American high school education with satisfactory grades.
2. Demonstrate sufficient command of English to profit from instruction at the College.
3. Present evidence that they have the necessary funds to take care of tuition and all living expenses while attending Cañada College.

Tuition for foreign students is \$550 per year.

## Transfer Credit

Credit will be allowed for lower-division work completed at other accredited institutions. All work presented will be evaluated by the Office of Admissions and Registration.

## Advanced Placement Credit

Students who have taken the Advanced Placement Test in English and who have scored 3 may receive credit for English 1b; those who have scored 4 or 5 will receive credit for English 1a and 1b. Test scores and a written petition for this credit should be filed in the Registrar's office.

## CLEP - College Level Examination Placement

Cañada College is a CLEP Examination Center. Examinations are given each month, and credit can be received in the areas of English, mathematics and biology. For further information contact the CLEP Test Center at Cañada.

## Residence Requirements for Admission

The right to attend any one public community college in California, is, in addition to the academic requirements, conditioned by certain residence qualifications.

The legal residence of any unmarried minor student is that of the father or mother, or court-appointed guardian.

An applicant who is a resident of the San Mateo Community College District needs only to declare his residence and complete admission requirements.

An applicant who is a resident in a part of California not included in a district which maintains community college classes may attend Cañada College.

An applicant who is a legal resident of another community college district must submit a written permit from the superintendent of his district of residence granting him permission to enroll in Cañada College.

An applicant who has not resided in the state of California for one year prior to the first day of classes may be required to pay non-resident fees.

## Tuition (Non-Resident Fee)

Non-residents pay a non-resident fee of \$810 for the academic year 1973-74. This fee is payable at the time of registration at the rate of \$405 per semester or \$27 per unit. Residence status will be determined by the Registrar. Detailed regulations governing non-resident fee and admission requirements will be distributed to students who apply for admission.

## Costs to Students

While there is no tuition at Cañada College for students whose legal residence is in the San Mateo Community College District, there are living and incidental costs which should be anticipated. All fees are subject to change by the Board of Trustees and, when applicable, by local, State and Federal statutes. These, together with their normal expectable amounts will include:

Books and supplies	.....\$150 per year
Health Fee	.....\$7.50 per year
Student activity card	.....\$10 per year
	.....\$6 for spring semester
Meals and Housing	.....\$1900 per year
Transportation	.....\$360 per year
Personal expenses (laundry, recreation, medical)	.....\$400 per year

## Choice of College

Residents of the District may elect to attend Cañada College, College of San Mateo or Skyline College. In the event the capacity of any college is



reached, students will be diverted to one of the other two colleges. Major course of study and date of application will be taken into consideration if such diversion becomes necessary.

### Application for Admission

(See 1973-74 Calendar for Application filing dates.)

Prospective students applying for admission to

Cañada College are required to:

1. File a written application for admission upon forms supplied by the College.
2. Submit two complete transcripts of records from the high school of graduation, or last attended, and each college attended. (Veterans should file similar copies of their military record and of their special training courses so that they may obtain proper college credit.)

# Registration

### Counseling Appointments

Upon completion of admission requirements, all regular students will meet individually with a counselor for assistance in program planning prior to registration. (See Calendar at the front of the catalog.) Regular students register only after receiving program approval from a counselor. Late registration after the first day of instruction is not recommended.

### Unit Load Limitations

A normal class load will be 15 units plus Physical Education. Students are discouraged from taking more than 17 units without special authorization from their counselor.

Students enrolling in 12 or more units are classified as full-time students.

Students working full time or those in the military service should limit their programs to 10 or fewer units. Combinations of work and school should be carefully discussed with the counselor.

Auditing is not permitted in any course offered for credit.

### Physical Education Requirements

In accordance with provisions of the State Education Code, District Regulations require (except as listed below) at least two semesters of Physical Education within the first four semesters for those students attending on a full-time basis with at least one course by the second semester and the second course by the fourth semester.

Exceptions:

1. Students 21 years or over.
2. Junior college graduates.
3. Students taking eight units or less in the day division.

4. Veterans, exclusive of six-month Reserve trainees.
5. Students excused for medical reasons (requires physician's statement on file in the Health Center each semester).

### Program Changes

A program once entered by signing up for any given set of classes may not be changed in any way, unless written permission to do so is granted a student by his counselor, and the student completes the prescribed change-of-program procedure.

Changes of programs will be permitted only for students who have valid reasons for such requests.

A student may not add a new class after the fifth day of the semester except by written permission of the instructor and the endorsement of the Registrar. A student may drop a course without penalty at any time prior to the last day of classes, i.e.: the last class meeting before final examinations.





# Grades and Scholarship

## Units of Work and Credit

A "unit" represents one hour weekly, during one semester, in lecture or recitation with the necessary preparation time, or three hours in laboratory or other exercises not requiring home work for preparation.

A normal schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to class attendance and preparation.

## Grades and Grade Points

Once a subject has been made a part of a student's program of attendance, his record for the subject will be reported to the Registrar by one of the following symbols:

A-Excellent	4 grade points per unit
B-Above average	3 grade points per unit
C-Average	2 grade points per unit
D-Passing; below average	1 grade point per unit
F-Failed	0 grade points per unit
INC-Incomplete	Not considered in determining grade point average
CR-Credit	Not considered in determining grade point average
NCR-No credit	Not considered in determining grade point average
W-Withdrawn	Not considered in determining grade point average

A grade of "Incomplete" may be given only if the student is unable to take the final examination or complete a major course assignment due to illness or extreme personal emergency. In this case, it is the student's obligation to give the instructor notification of the reason for his inability to complete the course requirements and to make arrangement for completion of the work. The Incomplete must be removed by the end of the next semester. Additional time may be provided upon approval of the instructor and the Registrar. If the course is satisfactorily repeated, the student may petition to have a grade of Incomplete removed.

In addition to courses in which only a letter grade may be assigned, each division of the College may determine sections of some courses in which a student may elect either a letter grade or a "credit/no credit." These sections will be so indicated on the class schedule. Students in these sections must notify the instructor in writing by the end of the ninth week whether

he wishes a letter or a credit/no credit grade. No further changes are permitted after this time.

A student is limited to a maximum of twelve units of credit/no credit courses, excluding Coop Education. This limitation does not apply to students who have achieved an A.A. or higher degree.

College divisions may also identify courses in which only credit/no credit grades are offered.

The four-year colleges and universities vary widely in the number of credit/no credit courses they accept. Students should consult the catalog of the college to which they may transfer for their regulations in this regard.

A grade of "W", meaning withdrawn from class, indicates that the subject so marked has been cancelled from the student's study list and is, therefore, not to be awarded a final grade. No credit can be counted in subjects for which a "W" is recorded.

A student may repeat any course in which he has received a final grade below "C". He may not, however, repeat such courses more than twice except with the approval of the Appeals Committee and his counselor. In addition, however, he may repeat for credit, regardless of grade earned, those courses so designated in the catalog.

Upon satisfactory completion of a repeated course, the student may petition the Registrar to remove the units attempted, units completed and grade points for the previous course from the cumulative totals on his permanent record. Upon approval of the petition, all units and grades attempted or earned will appear on the permanent record, but only the last grade will be included in determining academic standing and grade point average, and only those units will be counted toward graduation. The g.p.a. (grade-point average) is determined by dividing the total number of grade points earned by the total number of units attempted. The evaluation of transfer credit from another institution may also be adjusted in this manner upon receipt of adequate documentation proving the parallel content of the transfer course and the Cañada course. Petitions which are not approved will be reviewed by the Curriculum Committee at the request of the student.

## Grade Reports

A student is held responsible for his own academic progress. Grade reports are sent directly to each



student at mid-semester. This mid-term grade report is not made a part of a student's permanent record. Following final examinations at the end of the semester, the student is sent the report of his final semester grades, which serve as the basis for computing the student's standing.

### Scholastic Honors

A Dean's List of students who achieve academic honors is published at the end of each semester containing the name of each student who has completed 12 units or more of work during that semester at Cañada College with a grade-point average of 3.0 ("B") or above.

Academic honors are awarded to students at graduation who have attained a 3.0 ("B") cumulative grade-point average.

Cañada College is affiliated with the State Junior College Honorary Scholarship Society, Alpha Gamma Sigma.

## Academic Standards

### Grade-Point Deficiency

The Academic Standards Policy of Cañada College is based on a cumulative grade-point average of "C," the minimum standard of progress toward graduation or transfer.

All units and grade points are on a cumulative basis. At all times, a student must maintain a cumulative grade-point total that is double the total units undertaken (C average). (Example: If a student undertakes 12½ units in one semester and 15½ in a second semester, his cumulative units are 28, requiring a grade-point total of 56.)

Any grade-point total less than twice the attempted units is regarded as deficient.

Cañada College credit/no credit courses will not affect a student's grade-point deficiency, disqualification or dismissal.

### Disqualification

A student will be disqualified, if at any time, his deficiency amounts to 12 or more grade points. A disqualified student must ordinarily remain out of Cañada College day and evening classes for one semester.

### Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon written request by the student. Only courses taken at Cañada College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded. A nominal fee may be charged for transcripts.

### Personal Recommendations

Personal recommendations should be a part of each student's permanent record file. Students should request these recommendations from their instructor; recommendation forms are available from the Office of Admissions and Registration.

Personal recommendations are used to provide information on students' personal characteristics to prospective employers or colleges to which students may transfer.

A disqualified student may present a written appeal to the Faculty-Student Appeals Committee requesting immediate reinstatement if his disqualification has resulted from unusual, emergency circumstances.

### Dismissal

A previously disqualified student who incurs a deficiency in any subsequent semester will be dismissed and ordinarily will not be permitted to return to Cañada College for day or evening classes. However, if a student has not increased his total deficiency after disqualification, he may petition the Faculty-Student Appeals Committee for permission to continue in college.

Immediate readmission of a dismissed student is not considered. Only after the lapse of at least two semesters may a dismissed student petition for readmission; then consideration is given only on the basis of evidence of academic work or other constructive achievement during the student's absence from college.

### Transfer Students

Students who have been placed on probation or disqualified by another community college will not be



admitted in the semester immediately following their attendance at that junior college. Such students may be admitted, subject to the Academic Standards Policy of Cañada College, after one semester's absence. This Academic Standards Policy will be applied to transfer students from other community colleges on admission.

These students must complete all admission requirements.

The Academic Standards Policy of Cañada College will be applied to transfer students from other colleges and universities on admission. These students must complete all admission requirements.

# Student Obligations

## Conduct

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation of knowing and upholding College rules.

Regulations governing student conduct are subject to change by the Board of Trustees and, when applicable, by local, State and Federal statutes. These rules are given in the Student Guide which is included in the packets supplied to each student at the time of registration.

Social or other functions using the name of the College are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not school functions. Further, no off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

## Secret Organizations

Sororities and fraternities and other secret organizations are banned under the Education Code of the State of California.

## Fines

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities.

## Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of his registration. By being absent from class, the student misses both the content of the particular session and the continuity of the course as developed in a single period of work. When a student's failure to attend class places his success in jeopardy, the instructor may drop the student from the class.

The following regulations regarding attendance have been approved by the Board of Trustees and will be enforced:

A student may be dropped from class whenever his total hours of absence from class equal twice the number of hours the class meets in one week. Absence means non-attendance, and includes non-attendance for illness, participation in school-sponsored activities or personal emergency.

Any student dropped from any class because of this regulation may appeal in writing to the Faculty-Student Appeals Committee within five school calendar days of such drop if he feels there are extenuating circumstances beyond his control which justify his remaining in class. A student making such an appeal may, with the permission of the instructor, remain in class until the decision of the Faculty-Student Appeals Committee is reached. The Faculty-Student Appeals Committee will make a recommendation to the instructor after considering such an appeal. In all cases the decision of the instructor is final.

## Emergency Leave of Absence

Absences for medical reasons of less than one week need not be reported to the College.

Students who will be absent from any class or classes for one week or longer for any health reason are urged to request emergency leave from the Student Health Center.



Students who will be absent from any class or classes for one week or longer for other personal emergencies are required to request an emergency leave from the Dean of Women or Dean of Men.

If medical or personal emergency requires absence of as much as two weeks, the student must consult with his counselor before returning to classes.

### **Withdrawal From College**

A student may withdraw from the College at any time prior to the last day of classes without penalty, i.e.; the last class meeting before final examinations.

A student finding it necessary to withdraw at any time after registration must obtain a petition for withdrawal from his counselor. Special students (taking one or two courses only) should report to the Dean of Men or Dean of Women for a withdrawal petition. The completed form must be returned within five college days to the Dean of Men or Dean of Women.

### **Absence Without Leave**

To avoid possible academic penalty, a student who leaves college at any time during a semester must complete a formal withdrawal within a period of one week.

## **Student Personnel Services**

### **Program Planning, Counseling and Psychological Services**

One of the primary responsibilities of Cañada College is to assist each student in the effective utilization of his capabilities. To accomplish this, the College provides professional counselors to assist students in clarifying or establishing appropriate educational and vocational goals, or to work out problems of a social or personal nature.

Counselors are assigned according to the majors which students have declared. Because it is felt that the relationship between the counselor and the counslee is most important, a student may request a change of counselor by seeing the Dean of Students, Building 8, Room 205.

These counselors are available by appointment during the registration period and throughout the academic year to consult with students. They assist students in planning programs of study, approve the final program for each semester and are consulted about program changes. The counselor's function, however, is an advisory one. Ultimately the responsibility for knowing program requirements and enrolling in proper courses rests with the student.

Students are encouraged to bring to the attention of their counselor employment, financial or other personal problems which affect their success in college.

The office of the Dean of Students will schedule appointments for students who cannot meet with their counselors during scheduled office hours.

When a student receives an academic deficiency

notice indicating unsatisfactory work, he is to see his counselor concerning reasons for his lack of progress.

All faculty members are an important part of this College's advising program. Students should feel free to approach counselors and other faculty members for information.

Psychological Services are available to all students at the College. Appointments may be made through a counselor, the Office of the Dean of Students or directly by the student with the school psychologist.

### **Student Development Program**

The Student Development Program was inaugurated by the College in the fall of 1969 to provide supporting services to students who had not been able to participate fully in the educational and cultural experience of the community. The program was designed principally for minority students, although all students are welcome to participate.

The Student Development Center, located in the lower floor of Building 16, is operated by several full-time faculty members. This staff is prepared to offer intensive academic, vocational and personal counseling, assistance in obtaining scholarships and financial aids, and, in conjunction with community agencies, to secure housing, transportation, employment and other needed assistance.

The Director of the Student Development Program works closely with local high schools to encourage graduating seniors, particularly students of color, to consider furthering their education at Cañada College.



admitted in the semester immediately following their attendance at that junior college. Such students may be admitted, subject to the Academic Standards Policy of Cañada College, after one semester's absence. This Academic Standards Policy will be applied to transfer students from other community colleges on admission.

These students must complete all admission requirements.

The Academic Standards Policy of Cañada College will be applied to transfer students from other colleges and universities on admission. These students must complete all admission requirements.

# Student Obligations

## Conduct

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation of knowing and upholding College rules.

Regulations governing student conduct are subject to change by the Board of Trustees and, when applicable, by local, State and Federal statutes. These rules are given in the Student Guide which is included in the packets supplied to each student at the time of registration.

Social or other functions using the name of the College are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not school functions. Further, no off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

## Secret Organizations

Sororities and fraternities and other secret organizations are banned under the Education Code of the State of California.

## Fines

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities.

## Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of his registration. By being absent from class, the student misses both the content of the particular session and the continuity of the course as developed in a single period of work. When a student's failure to attend class places his success in jeopardy, the instructor may drop the student from the class.

The following regulations regarding attendance have been approved by the Board of Trustees and will be enforced:

A student may be dropped from class whenever his total hours of absence from class equal twice the number of hours the class meets in one week. Absence means non-attendance, and includes non-attendance for illness, participation in school-sponsored activities or personal emergency.

Any student dropped from any class because of this regulation may appeal in writing to the Faculty-Student Appeals Committee within five school calendar days of such drop if he feels there are extenuating circumstances beyond his control which justify his remaining in class. A student making such an appeal may, with the permission of the instructor, remain in class until the decision of the Faculty-Student Appeals Committee is reached. The Faculty-Student Appeals Committee will make a recommendation to the instructor after considering such an appeal. In all cases the decision of the instructor is final.

## Emergency Leave of Absence

Absences for medical reasons of less than one week need not be reported to the College.

Students who will be absent from any class or classes for one week or longer for any health reason are urged to request emergency leave from the Student Health Center.



Students who will be absent from any class or classes for one week or longer for other personal emergencies are required to request an emergency leave from the Dean of Women or Dean of Men.

If medical or personal emergency requires absence of as much as two weeks, the student must consult with his counselor before returning to classes.

### **Withdrawal From College**

A student may withdraw from the College at any time prior to the last day of classes without penalty, i.e.; the last class meeting before final examinations.

A student finding it necessary to withdraw at any time after registration must obtain a petition for withdrawal from his counselor. Special students (taking one or two courses only) should report to the Dean of Men or Dean of Women for a withdrawal petition. The completed form must be returned within five college days to the Dean of Men or Dean of Women.

### **Absence Without Leave**

To avoid possible academic penalty, a student who leaves college at any time during a semester must complete a formal withdrawal within a period of one week.

## **Student Personnel Services**

### **Program Planning, Counseling and Psychological Services**

One of the primary responsibilities of Cañada College is to assist each student in the effective utilization of his capabilities. To accomplish this, the College provides professional counselors to assist students in clarifying or establishing appropriate educational and vocational goals, or to work out problems of a social or personal nature.

Counselors are assigned according to the majors which students have declared. Because it is felt that the relationship between the counselor and the counselee is most important, a student may request a change of counselor by seeing the Dean of Students, Building 8, Room 205.

These counselors are available by appointment during the registration period and throughout the academic year to consult with students. They assist students in planning programs of study, approve the final program for each semester and are consulted about program changes. The counselor's function, however, is an advisory one. Ultimately the responsibility for knowing program requirements and enrolling in proper courses rests with the student.

Students are encouraged to bring to the attention of their counselor employment, financial or other personal problems which affect their success in college.

The office of the Dean of Students will schedule appointments for students who cannot meet with their counselors during scheduled office hours.

When a student receives an academic deficiency

notice indicating unsatisfactory work, he is to see his counselor concerning reasons for his lack of progress.

All faculty members are an important part of this College's advising program. Students should feel free to approach counselors and other faculty members for information.

Psychological Services are available to all students at the College. Appointments may be made through a counselor, the Office of the Dean of Students or directly by the student with the school psychologist.

### **Student Development Program**

The Student Development Program was inaugurated by the College in the fall of 1969 to provide supporting services to students who had not been able to participate fully in the educational and cultural experience of the community. The program was designed principally for minority students, although all students are welcome to participate.

The Student Development Center, located in the lower floor of Building 16, is operated by several full-time faculty members. This staff is prepared to offer intensive academic, vocational and personal counseling, assistance in obtaining scholarships and financial aids, and, in conjunction with community agencies, to secure housing, transportation, employment and other needed assistance.

The Director of the Student Development Program works closely with local high schools to encourage graduating seniors, particularly students of color, to consider furthering their education at Cañada College.



## **SPEED**

(Student Program for the Educationally and Economically Disadvantaged)

The SPEED program was conceived and organized by a group of students who felt that a segment of the community were not able to take advantage of the College because of special problems. They were particularly concerned about divorced or widowed mothers, individuals who were unemployed because of cutbacks, and others who had recently been paroled from prison. The program tries to provide financial aid in the form of grants and payment for volunteer work done in the community. A portion of the time of a Cañada counselor is devoted to working with SPEED students in the areas of housing, transportation, child-care, employment, vocational planning and adaptation to college.

## **Testing**

The Office of the Coordinator of Counseling maintains a service in aptitude, personality, interest and vocational testing which is available to all registered students. Through this service, students may receive assistance in assessing their aptitudes and interests so that they may better plan their educational and vocational goals. Students may obtain additional information about the testing program from their counselor.

## **College Orientation**

The counseling staff teaches several guidance classes designed to help a student in his over-all adjustment to college. They provide the framework for better self-understanding, a general orientation to college, assistance with study habits, skills required for more effective learning, and a chance for exploration of occupational goals. Special interest discussion groups are provided on topics of common concern to students.

## **Career Information**

Career and Occupational Outlook Library (COOL) is located in Building 5, Room 208. The library contains current information and is staffed by counselor aids who assist students.

## **Health Service**

Assistance with health-related problems is provided by the Health Counselor located in the Health Center, room 212, of the Student Center. Drug counseling, pregnancy counseling, referral to community agencies and services are examples of the available services.

Students are required to submit a health information card with their college application form. In addition, all students are required to submit an emergency card at registration time.

All students are covered by an insurance policy for accidents and emergency illness that occur on the campus or in school sponsored activities. Reports of all accidents must be filed in the Health Office before payment can be authorized.

## **Student Health Insurance Program**

The College offers accident and health insurance coverage to students on a voluntary basis. Most students who are over 18 years of age are no longer eligible for coverage on their parents' group insurance programs. Additional information and literature can be obtained in the Health Center or the Student Activities Office.

## **Placement Services**

The College maintains a placement office, located in the Administration Building, room 203, to assist students currently enrolled and in good standing to secure part-time employment. This service is also available to graduating and former students who wish to secure full-time employment.

## **Housing**

The Dean of Women's secretary in building 5, room 206A, will assist students in finding housing in the community. All arrangements are made between the owner and the student. Dormitories or College sponsored housing facilities are not available. Some opportunities exist for students to earn their room and board in private homes.

## **Financial Aids**

Cañada College participates in federal and state scholarship, loan, grant and work-study programs. In addition, the San Mateo College Foundation administers funds from private sources which are available to students as scholarships and loans.

The Associated Students have made a limited loan fund available to students who have purchased a student activity card and have an emergency need. The Cañada College Patrons' Association, the Redwood City Rotary Club, and Madelyn Cutten have established small emergency loan funds. Students desiring further information should contact the Financial Aids Office.

## **Student Activities**

There will be an organization known as "The



Associated Students of Cañada College" whose purpose will be:

1. To promote the general welfare of the students.
2. To guarantee equality of opportunity among the students.
3. To offer an experience in practice of American democratic government.
4. To encourage student participation in planning and direction of student activities (and other college committees) as permitted under the Education Code of the State of California and the policies of the Board of Trustees.

Students are urged to visit the Activities Office and participate in the co-curricular program.

With the assistance of faculty advisers, Student Council directs and supervises all student activities and intramural sports in which the College is represented. Because the direct financial support for activities comes from purchase of Activity Cards, each student is urged to purchase his card as a part of his registration.

### Student Organizations

In order to secure the most from his college life, a student is encouraged to participate in one or more of the many clubs organized within the Associated Students. Such clubs offer many and diversified opportunities to students for both social and educational contacts. Each club elects its officers and plans its own program for the semester.

### Student Publications

**The Weathervane**, a weekly publication, provides full coverage of activities on campus and offers invaluable experience to journalism students.

The **Student Guide** contains information to incoming students about college rules, student rights, student disciplinary due process procedures, the College's governance structure, staff, student organizations, and services of the College together with a complete calendar of events.

The **Student Bulletin**, a mimeographed publication, is prepared and distributed by the Activities office three days a week to announce activities, news events and items of interest to the faculty and students of the College. The deadline for submission of items for publication is 9 a.m. on the preceding day.

### Athletics

Cañada College sponsors sports within the Camino Norte Conference for the benefit of those students interested in team competition.

Cañada College adheres to the California State Athletic Code and the Camino Norte Conference eligibility rules and regulations. Final decisions rest with the Camino Norte Conference Commissioner or the California State Athletic Committee.

The following basic principles pertain to all matters of eligibility:

1. No student may represent his college in any athletic contest unless he is enrolled in and is passing at all times in a minimum of 10 units of work in addition to Physical Education (if required) in a regular or special course as defined in the curricula of his institution.
2. In meeting the units-of-work requirement, subjects which have been failed may be repeated, but those that have been completed with a passing mark may not ordinarily be repeated and included in meeting this requirement.
3. In order to be eligible, a student who has previously attended college must have completed, in his last term or semester of attendance, at least 10 units of work in addition to Physical Education (if required).

### Intramural Activities

The Physical Education and Recreation Education Division, in cooperation with the Student Council, offers a wide range of Intramural Activities for men and women that include flag football, volleyball, basketball, table tennis, softball, tennis, soccer, dance, badminton, and bicycling.

Additionally, sports days are scheduled with neighboring colleges, universities, and community colleges.

### Foreign Travel and Study

A file of current overseas programs for study and travel are kept by one of the counselors. Check with Coordinator of Counselors for more information.





# Scholarships

Cañada College provides a scholarship program to recognize and honor outstanding students. Individuals and organizations provide scholarships for the program. One application form entitles a student to be considered for all scholarship awards available in the program. Application deadlines are March 15 for continuing and transferring students and April 15 for new students. Requests for applications and information should be directed to the Dean of Women. The Scholarship Committee meets each spring to review applications and select recipients for the following school year. Scholarships generally available are:

Donor	Criteria	Amount
Alpha Gamma Sigma, Cañada College	3.00 gpa or higher	\$100
Associated Students of Cañada College	Cañada student activity card holder	\$100
Atkinson Foundation	Two Cañada students continuing as sophomores	(2) \$150 ea.
John A. Blume & Associates, Engineers	Continuing or transferring student in engineering or closely related field	\$150
California School Employees Association, Chapter 33	Three continuing or transferring students with 2.75 gpa or higher	(3) \$100 ea.
Cañada College Choir	Vocal music student with B average or higher. Selection by audition	\$100
Ruth Castle Scholarship Fund	Student continuing as a sophomore with 2.00 gpa or higher	\$100
Cinco de Mayo	Latin American background - carrying 9 units or more	(3) \$100 ea.
Evelyn Crowley Memorial Scholarship	Unrestricted	\$100
Charles Crouch, Watsonville	Food Technology student at Cañada	\$150
Myrtle J. Eaton Scholarship Fund	Student enrolled in SPEED (Special Program for the Educationally and Economically Disadvantaged)	\$60
Faculty Wives of Cañada	Continuing student at Cañada	\$100
Dorothea Gansburg Memorial	Food Technology student at Cañada	\$150
William A. Goss Scholarship Fund	Unrestricted	(3) \$100 ea.
Inter-Club Council of Cañada College	Cañada student activity card holder	\$100
Ethel Lindauer Scholarship Fund	Unrestricted	\$150
Patrons of Cañada College	Two students attending Cañada	\$150-\$200 ea.
Redwood City Bobbies-(Wm. L. Faulstich Scholarship)	Student in Law Enforcement	\$100
Redwood City Citizens Against Racism	Minority student from Redwood City	\$100
Redwood City Clergy Association	Minority student, continuing or transferring	\$200
San Mateo County Association of Educational Office Employees	Award rotates among three colleges. One male and one female student majoring in Business	(2) \$100 ea.
Seventeenth District, California Congress of Parents & Teachers, Inc.	Student attending a District college	\$100
Victoria Station Incorporated	Food Technology student at Cañada	\$100
X-Ray Technology Scholarship	Student enrolled in Cañada's X-Ray Technology program	\$100
Carl E. Ward Scholarship Fund	Unrestricted	\$50
San Mateo County Retired Teachers Association	Award rotates among three colleges. For a student entering the teaching field	\$100



# Graduation Requirements

## Associate in Arts Degree

Graduation from Cañada College with the Associate in Arts degree is based upon the completion of 60 units of lower-division college work, including the requirements listed below.

### A. Residence Requirement

The last 12 units or a total of 48 units must be completed at Cañada College.

### B. Scholarship Requirement

A minimum overall grade point average of 2.0 (C) for the last 60 units.

### C. Major Requirement

A major consists of at least 18 semester units in a specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out the training in preparation for a major or for some particular occupation. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

### D. General Education Requirement

General Education is the part of a program of studies which introduces the student to areas of study that develop breadth of outlook and contributes to his balanced development. This training is complementary to, but different in emphasis from, the specialized training he receives for a job, a profession or high scholastic attainment in a particular field of study.

The purpose of the program in General Education is to assist the student in moving toward the following goals:

Developing a sound moral and spiritual code for his personal and civic life as a responsible citizen in a democracy.

Developing critical and constructive thinking for problem solving and value discrimination.

Maintaining good mental and physical health for himself, his family and his community; developing balanced personal and social adjustment, satisfactory home and family life, and vocational adjustment.

Using basic mechanical, mathematical and communication skills to solve everyday problems, understand ideas

of others and express his own ideas effectively.

Understanding his cultural heritage and his interaction with his biological and physical environment.

Understanding the creative activity of others and participating to some extent in creative activity of his own.

## 1. Natural Sciences

One or more courses for a minimum of 3 units.

Anatomy 1  
 Anatomy 51  
 Anatomy 62a  
 Anthropology 1  
 Anthropology 4  
 Astronomy 10  
 Astronomy 17  
 Bacteriology 10  
 Biology 1  
 Biology 2  
 Biology 9/Home Economics 9  
 Biology 10  
 Biology 15/Home Economics 15  
 Biology 18/Home Economics 18  
 Botany 1  
 Botany 10  
 Chemistry 1a  
 Chemistry 10  
 Chemistry 30a  
 Conservation 1  
 Ecology 1  
 Electronics 10  
 Environment 1  
 Environment 3  
 Forestry 1  
 Geography 1a  
 Geology 1a  
 Geology 1b  
 Geology 10  
 Health Education 1  
 Health Education 2  
 Health Education 3  
 Health Education 4  
 Health Education 5  
 Health Education 6  
 Health Education 7  
 Health Education 8  
 Health Education 9  
 Health Education 10  
 Home Economics 9/Biology 9  
 Home Economics 15/Biology 15  
 Home Economics 18/Biology 18



### 30 Graduation Requirements (cont.)

Meteorology 1  
 Music 9/Physics 9  
 Physical Science 10  
 Physics 2a  
 Physics 4a  
 Physics 9/Music 9  
 Physics 10  
 Physics 62  
 Physiology 1  
 Zoology 1

#### 2. Social Sciences: American Institutions

This requirement may be satisfied in two different ways:

- a. by completing at least one of the listings in group 1 below and one of the listings in group 2, or
- b. by completing one of the listings in group 3.

##### Group 1 - National

- a. History 17a - American History (3 units), or
- b. History 17b - American History (3 units), or
- c. Pol. Sci. 21 - American Government (3 units), or
- d. History 4c - American Civilization (4 units), or
- e. History 8a - Hist. of the Americas (3 units), or
- f. \*History 32 - Spanish Speaking Peoples in U.S. (3 units), or
- g. \*History 33 - Afro-American in U.S. History (3 units), or
- h. Pol. Sci. 7 - Survey of Const. Princ. (3 units), or
- i. Soc. Sci. 2 - Intro. to the Soc. Sci. (3 units), or
- j. Economics 11 - Economic History of U.S. (3 units)

\*Ethnic Studies Course

##### Group 2 - State and Local

- a. Pol. Sci. 23 - Calif. State Government (2 units), or
- b. Pol. Sci. 24 - Calif. Urban Government (2 units), or
- c. Pol. Sci. 28 - Intro. to Systems of Calif. Higher Education (2 units), or
- d. History 22 - California History (3 units), or
- e. History 26 - 20th Century U.S. (3 units), or
- f. History 31 - History & Govt. of San Mateo County (3 units), or
- g. Soc. Sci. 1 - Intro. to the Soc. Sci. (3 units), or
- h. Environment 2 - Intro. to Political & Social Aspects (3 units), or
- i. Environment 4 - Intro. to Planning Aspects (3 units)

#### Group 3 - American National and Local Institutions

- a. Pol. Sci. 25 - Nat'l., State & Local Inst. (5 units), or
- b. Pol. Sci. 27 - American Society (5 units)

#### 3. Humanities

One or more courses for a minimum of 3 units.

Anthropology 37	English 28a
Art 1a	English 30
Art 1b	English 34
Art 1c	English 36
Art 2a	English 37
Art 3	**English 41
Art 6a	English 42a
Art 7a	English 42b
Art 10/Music 10	**English 43
Art 13a	**English 44
Art 22a	English 45
Art 44/Music 44	English 46a
Art 45	English 46b
Business 58	English 46c
Drama 1a	French 3
Drama 1b	French 4
Drama 10	French 25a
Drama 14a	French 25b
Drama 24/English 24	German 3
Drama 25/English 25	German 4
English 21	History 4a
English 23	History 4b
English 24/Drama 24	History 9a
English 25/Drama 25	History 9b
English 26	History 13
English 27	History 14
Home Economics 35/Social Science 35	
Home Economics 36/Social Science 36	
Home Economics 37/Social Science 37	
Home Economics 40/Interior Design 1	
Home Economics 41/Interior Design 2	
Home Economics 60	
Interior Design 1/Home Economics 40	
Interior Design 2/Home Economics 41	
Music 1	Music 43
Music 6	Music 44/Art 44
Music 8	Music 45
Music 10/Art 10	Philosophy 6a
Music 11	Philosophy 6b
Music 19	Philosophy 7
Music 20	Philosophy 20
Music 22	Philosophy 21
Music 23	Philosophy 23
Music 24	Philosophy 24
Music 25	Philosophy 25
Music 26	Philosophy 28
Music 27	Philosophy 35
Music 33	Psychology 4
Music 34	Psychology 6
Music 36	Psychology 10
Music 40	Psychology 12







32 Graduation Requirements (cont.)

- \*\*Social Science 33
- \*\*Social Science 34
- Social Science 35/Home Economics 35
- Social Science 36/Home Economics 36
- Social Science 37/Home Economics 37
- Spanish 3                      Spanish 25b
- Spanish 4                      Speech/Communication 30a
- Spanish 25a                    Speech/Communication 30b

**4. Learning Skills**

- a. Designated English course for a minimum of 3 units, one of which must be: English 1a, 50a, or (for foreign students) English 57a.
- b. Written and Oral/Quantitative Communications (one course).

- |                                   |                 |
|-----------------------------------|-----------------|
| Business 11                       | Business 51     |
| Business 12                       | Business 56     |
| Business 35                       | Business 66     |
| Business 50                       | Business 91     |
| Business Administration 1a        |                 |
| Economics 1a                      | English 50b     |
| Economics 1b                      | English 57b     |
| Economics 7                       | English 9a      |
| Economics 19                      | English 9b      |
| English 1b                        |                 |
| Home Economics 6/Social Science 6 |                 |
| Management 50                     | Mathematics 11a |
| Management 52                     | Mathematics 12  |
| Management 65                     | Mathematics 13  |
| Mathematics 10                    | Mathematics 16  |
| Mathematics 11                    |                 |
| Mathematics 17/Philosophy 12      |                 |
| Mathematics 18                    | Mathematics 23a |
| Mathematics 19                    | Mathematics 28  |

\*\*Ethnic Studies Course

- |  |                |
|--|----------------|
| Mathematics 20                           | Mathematics 29 |
| Mathematics 21                           | Mathematics 30 |
| Philosophy 12/Mathematics 17             |                |
| Psychology 43                            |                |
| Research & Develop. 1/Statistics 1       |                |
| Research & Develop. 10/Social Science 10 |                |
| Research & Develop. 12/Social Science 12 |                |
| Social Science 6/Home Economics 6        |                |
| Social Science 10/Research & Develop. 10 |                |
| Social Science 12/Research & Develop. 12 |                |
| Speech-Communication 1a                  |                |
| Speech-Communication 10                  |                |
| Statistics 1/Research & Develop. 1       |                |
| Statistics 2                             |                |

**5. Additional Requirements**

- a. English - one course, for a minimum of 3 units. Any English course listed under 3 or 4b, above, will satisfy this category requirement.
  - b. Ethnic Studies - one course.
- |                 |                      |
|-----------------|----------------------|
| Anthropology 36 | Political Science 13 |
| **English 41    | Psychology 7         |
| **English 43    | Social Science 30    |
| **English 44    | Social Science 32    |
| *History 32     | **Social Science 33  |
| *History 33     | **Social Science 34  |
| History 36      | Sociology 3          |

\* Course meets partial requirement for Social Science.  
 \*\* Course meets Humanities requirement.

**E. Physical Education Requirement**

Each student shall be required to complete two activity courses in Physical Education. This requirement may be waived in accordance with College regulations.





## A.A. DEGREE AND CERTIFICATE OCCUPATIONAL PROGRAMS

Division	Occupational Area	Curriculum	A.A. Degree	Certificate	
Business	Business	Business Administration	X	X	
		Clerk-Typist		X	
		Credit & Finance Management	X	X	
		General Clerical	X		
		Home Furnishings-Merchandising	X	X	
		Legal Assistant*	X	X	
		Merchandising Management	X	X	
		Secretarial	X	X	
		Food Technology & Management	Food Technology & Management	X	X
		Home Economics	Interior Design* Options: Assistant Designer Display Home Furnishings Merchandising	X X X X X X	X X X X
Fine Arts	Art	Commercial Art	X		
Life Science Physical Science Social Science	Environmental Technology	Environmental Technology	X		
Life Science	Radiologic Technology	X-Ray Technology	X		
Management (Evening College only)	Management	Business Management* Banking & Credit Management* Industrial Management* Public Administration Management* Small Business Management* Supermarket Management*	X X X X X X	X X X X X X	
Physical Education	Recreation	Recreation Education	X		
Social Science	Public Service Careers	Adolescent Group Worker Administration of Justice Options: Law Enforcement Corrections Industrial/Retail Security* Mental Health Assistant Nursery School Assistant Rehabilitation Technician Research & Development Social Service Community Worker Special Education Teacher Assistant Urban Planning & Development	X X X X X X X X X X X X	X X X X X X X	

\*See Evening College Programs &amp; Schedule



# California State Universities and Colleges

## Transfer of Credit

A student expecting to transfer to a California State University or College, private college or university can usually complete the first two years of his work at Cañada College. If all requirements have been met, students transferring to higher institutions may graduate in two years of further study. The student may decide to spend more than two years at Cañada College or transfer to a four-year institution with less than junior standing. In any event, it is important that he consult with his counselor in order to arrange a program which will meet the requirements for transfer to the institution of his choice.

College catalogs are on file in the Library. The student may write directly to the Registrar or Dean of

the institution of his choice to obtain catalogs, circulars of information and other data concerning required subjects.

The earlier the student makes a decision regarding a higher institution to which to transfer, the better are his chances for meeting all requirements without delay. If he is unable to make this decision when he enters Cañada College he may elect to follow the requirements shown in the curriculum of the California State Universities and Colleges.

High school subject deficiencies may be made up at Cañada College in order to meet course prerequisites at college level. In some instances the student may qualify for transfer to the college of his choice by maintaining an acceptable grade-point average at Cañada College without having met high school deficiencies.

## California State Universities and Colleges General Education Requirements

Cañada College will certify that the general education requirements of the California State Universities and Colleges have been met for those students who complete a minimum of 40 units, which include two courses in each of the areas I, II, III and IV listed below:

I. NATURAL SCIENCES (Must complete 1 Life Science and 1 Physical Science Course—1 of which must be with laboratory) *indicates Lab course						<input type="checkbox"/>
<b>Life Sciences</b>						
*Anat 1	†Anth 3	Biol 2	*Biol 40	Envr 1	†H Ec 18	
*Anat 62a	*Bact 1	†Biol 9	*Bot 1	For 1		
*Anat 62b	Bact 10	Biol 10	*Bot 10	†H Ec 9	*Psio 1	<input type="checkbox"/>
Anth 1	*Biol 1	*Biol 15	Cons 1	*H Ec 15	*Zool 1	
		†Biol 18				
<b>Physical Sciences</b>						
Astr 10	*Chem 30a	*Geol 1a	†*Mus 9	*Phys 4a	Phys 10	
*Chem 1a	*Chem 30b	*Geol 1b	PSci 10	*Phys 4b	Phys 62	<input type="checkbox"/>
*Chem 1b	Envr 3	*Geol 10	*Phys 2a	*Phys 4c		
Chem 10	Geog 1a	Mete 1	*Phys 2b	†*Phys 9		



## II. SOCIAL SCIENCES

(Must complete American Institutions requirement: 1 course marked † and 1 course marked § or a single course marked †§) (Minimum of 2 courses)

Anth 2	Geog 3	††Hist 13	H Ec 37	Psyc 1a	§SSci 1	<input type="checkbox"/>
†Anth 3	Geog 4	††Hist 14	PISc 1	Psyc 1b	†SSci 2	
Anth 36	Geog 5a	†Hist 17a	PISc 2	Psyc 4	†SSci 6	<input type="checkbox"/>
Anth 37	Geog 5b	†Hist 17b	PISc 3	Psyc 5	SSci 20	
Econ 1a	Geog 5c	§Hist 22	PISc 5	Psyc 6	SSci 29	
Econ 1b	†Hist 4a	§Hist 26	†PISc 7	Psyc 7	SSci 30	
Econ 7	†Hist 4b	Hist 30	PISc 13	Psyc 10	SSci 32	
†Econ 11	†Hist 4c	§Hist 31	†PISc 21	Psyc 12	†SSci 35	
Econ 14a	Hist 5	Hist 32	§PISc 23	Psyc 33	†SSci 36	
Econ 19	Hist 6	Hist 33	§PISc 24	Soci 1	SSci 37	
Econ 27	†Hist 8a	Hist 40	†§PISc 25	Soci 2	_____	
§Envr 2	Hist 8b	†H Ec 6	†§PISc 27	Soci 3	_____	
§Envr 4	†Hist 9a	†H Ec 35	§PISc 28	Soci 5	_____	
Geog 1b	†Hist 9b	†H Ec 36	PISc 40	†Soci 15	_____	

## III. HUMANITIES

(Choose 1 course from any 2 categories for a minimum total of 2 courses)

<b>Fine Arts</b>	†H Ec 40	Mus 34	Engl 28a	Phil 7	Fren 25b	
Art 1a	†H Ec 41	Mus 36	Engl 29	Phil 20	Germ 3	
Art 1b	H Ec 60	Mus 43	Engl 30	Phil 21	Germ 4	<input type="checkbox"/>
Art 1c	†Intd 1	†Mus 44	Engl 34	Phil 23	†Hist 4a	
Art 2a	†Intd 2	Mus 51	Engl 36	Phil 24	†Hist 4b	
Art 2b	Mus 1	<b>Literature</b>	Engl 37	Phil 25	†Hist 9a	
Art 3	Mus 6	Drma 1a	Engl 41	Phil 28	†Hist 9b	
Art 10	Mus 8	Drma 1b	Engl 42a	Phil 35	Span 3	
†Art 44	Mus 10	†Drma 24	Engl 42b	†Hist 13	Span 4	
Drma 10	Mus 11	†Drma 25	Engl 43	†Hist 14	Span 25a	
Drma 14	Mus 19a	Engl 23	Engl 44	†Soci 15	Span 25b	<input type="checkbox"/>
Drma 16	Mus 19b	†Engl 24	Engl 46a	<b>Foreign and</b>	SSci 33	
Drma 17	Mus 19c	†Engl 25	Engl 46b	<b>Ethnic Culture</b>	SSci 34	
Drma 20	Mus 19d	Engl 26	Engl 46c	Anth 37	_____	
	Mus 22	Engl 27	<b>Philosophy</b>	Fren 3	_____	
	Mus 23		Phil 6a	Fren 4	_____	
	Mus 33		Phil 6b	Fren 25a	_____	

## IV BASIC SUBJECTS

(Choose any 2 courses)

Engl 1a	H Ed 1-9	Math 19	Math 29	Span 1	Stat 1	<input type="checkbox"/>
Engl 1b	Math 10	Math 20	Math 30	Span 2	Stat 2	
Fren 1	Math 13	Math 21	Math 31	Spch 1a	_____	
Fren 2	Math 16	Math 23a	†Phil 12	Spch 10	_____	<input type="checkbox"/>
Germ 1	†Math 17	Math 23b	SSci 10	Spch 30a	_____	
Germ 2	Math 18	Math 28	SSci 11	Spch 30b	_____	



V ELECTIVES (Maximum 8 units permitted)					
Bus 10	Bus 92a	Guid 3	Libr 1a	PE 25c	PE 27c
Bus 11	Bus 92r	Guid 4	Mgmt 61	PE 25d	PE 27d
Bus 12	BuAd 1a	Guid 10	Mgmt 65	PE 26a	R Ed 40
Bus 35	BuAd 18a	H Ec 4	Mgmt 85	PE 26b	R Ed 41
Bus 51	Drma 15	H Ec 7	Mgmt 99	PE 26c	R Ed 42
Bus 58	Engg 10	H Ec 20	Mus 40	PE 26d	R Ed 43
Bus 64	Fren 49	H Ec 21a	PE 25a	PE 27a	R Ed 44
Bus 66	Germ 49	H Ec 21b	PE 25b	PE 27b	Span 49
Bus 83a	Guid 1	H Ec 22			SSci 3
Bus 84	Guid 2	H Ec 24			

Note: Courses circled have been completed.  
 Courses underlined are now in progress.  
 Check ( ) indicates course transferred from another institution.  
 Courses indicated (+) are listed in two areas but may only be credited in one.

Grand Total Units \_\_\_\_\_  
 G.E. Requirements Fulfilled \_\_\_\_\_  
 G.E. Requirements Partially Fulfilled \_\_\_\_\_

A minimum of 40 units, which includes 2 courses in each of the areas I, II, III, and IV, are required.

A minimum of 32 units must be completed in areas I-IV, with a maximum of 8 units in area V.

Certified by: \_\_\_\_\_  
 Date: \_\_\_\_\_



## University of California

Each year Cañada College proposes to all campuses of the University of California a list of those Cañada courses which are designed for transfer purposes. After review by the University, this list becomes

an articulation agreement between the University and Cañada College. Students planning to transfer to any of the campuses of the University should check the courses in which they enroll each semester against this list. This list does not include new courses adopted after March of 1973.

### COURSES FROM CAÑADA COLLEGE ACCEPTABLE AT UNIVERSITY OF CALIFORNIA (ALL CAMPUSES)

**Administration of Justice** - (No credit).  
**Anatomy** - 1 (W/Lab 4); 51, 62ab (No credit).  
**Anthropology** - 1 (3); 2 (3); 3 (3); 4 (3); 36 (3); 37 (3); 49 (See Independent Study).  
**Art** - 1 ab (3,3); 1c (3); \*2ab (3,3); \*3 (3); \*4 (2); \*5ab (3,3); \*6ab (3,3); \*7ab (3,3); 10 (3); +12 (2); \*13ab (3,3); \*15 (2); +17ab (2,2); +22ab (3,3); o44 (3); +45 (3); 56 through 99 (No Credit).  
 \*Any or all of these courses combined: maximum credit allowed, 18 units.  
 +Any or all of these courses combined: maximum credit allowed, 12 units.  
 o44 and Music 44 combined: maximum credit allowed, 1 course.  
**Astronomy** - 10 (3).  
**Bacteriology** - 1 (W/Lab 5); 10 (3).  
**Biology** - 1 (W/Lab 4); 2 (3); +9 (3); \*15 (W/Lab 3); +18 (3); 20 (W/Lab 3); 40 (W/Lab 3); 49 (See Independent Study).  
 \*15 and Home Economics 15 combined: maximum credit allowed, 1 course.  
 +9, 18 and Home Economics 18 combined: maximum credit allowed, 1 course.  
**Botany** - 1 (W/Lab 5); 4 (W/Lab 3); 10 (W/Lab 3).  
**Business** - 10, 11 (No Credit); 12 (3); 35 (3); 36 through 124 (No Credit).  
**Business Administration** - 1 ab (4,4); 18a (3).  
**Chemistry** - \*1 ab (W/Lab 5,5); 5 (W/Lab 4); \*8 (3); \*9 (Lab 2); \*10 (3); \*12a (W/Lab 5); \*30ab (W/Lab 4,4); 51, 55 (No Credit).  
 \*10 following 1a or 30a: no credit for 10, 8 and 9 combined with 12a: maximum credit allowed, 5 units.  
 \*30a following 1a: no credit for 30a.  
 \*30b and 1b combined: no credit for 30b.  
**Conservation** - 1 (3).  
**Cooperative Education** - (No Credit).  
**Data Processing** - (See Bus, 12, 61 and Math, 18).  
**Drafting** - (No Credit).  
**Drama** - 1 ab (3,3); 10 (3); \*13ab (3,3); \*13cd (3,3); +14a (3); +14bed (3,3,3); 14aLbLcLdL (1-2); \*15 (1/2-2); \*16 (1/2-2); \*17 (1/2-2); 20L (No Credit) 24 (3) (Same as Engl, 24); 25 (3) (Same as Engl, 25); \*49 (See Independent Study).  
 \*Any or all of these courses combined: maximum credit allowed, 12 units.  
 +Any or all of these courses combined: maximum credit allowed, 12 units.  
**Ecology** - 1 (3).

**Economics** - 1 ab (3,3); \*7 (3); 11 (3); 14a (3); 19 (3); 27 (3); 49 (See Independent Study).  
 \*No credit for 7 following 1a or 1b.  
**Education** - 1 (3); 2 through 49 (No Credit).  
**Electronics** - (No Credit).  
**Engineering** - 10 (2); 20 (2); 22 (2); 35 (3); 36 (3); 37 (3); 38 (3).  
**English** - 1a (3); 1b (3); 9ab (3,3); 21 (3); 23 (3); 24 (3) (Same as Drama 24); 25 (3) (Same as Drama 25); 26 (3); 27 (3); 28a (3); 28b (No Credit); 30 (3); 31ab (3,3); 34 (3); 36 (3); 37 (1-3); 41 (3); 42ab (3,3); 43 (3); 44 (3); 45 (3); 46abc (3,3,3); 49 (See Independent Study); 50a through 68 (No Credit).  
**Environment** - 1 (3); 2 (3); 3 (3); 5abc (3,3,3) (Same as Geo, 5abc); 49 (See Independent Study).  
**Food Technology and Management** - (No Credit).  
**Forestry** - 1 (3).  
**French** - 1 (5); 2 (5); 3 (5); 4 (3); 25ab (3,3); 30 (1-2); 100ab (No Credit).  
**Geography** - 1a (3); 1b (3); 4 (3); 5abc (3,3,3) (Same as Env, 5abc); 49 (See Independent Study).  
**Geology** - \*1a (W/Lab 4); 1b (W/Lab 4); \*10 (W/Lab 3); 49 (See Independent Study).  
 \*1a and 10 combined: maximum credit allowed, 1 course.  
**German** - 1 (5); 2 (5); 3 (5); 4 (3); 30 (1-2); 100ab (No Credit).  
**Guidance** - (No Credit).  
**Health Education** - \*1 (1); \*1 (1); \*1 (1); \*1 (1); \*1 (1); \*1 (1); 1, 1 (No Credit); \*1 (1) 4 (1).  
 \*Any or all of these courses combined: maximum credit allowed, 3 units.  
**History** - 4ab (3,3); \*4c (4); 5 (3); 6 (3); 8ab (3,3); 9ab (3,3); 13 (3); 14 (3); \*17ab (3,3); 22 (3); 26 (3); 29 (3); 31 (3); 32 (3); 33 (3); 36 (3); 40 (3); 49 (See Independent Study).  
 \*4c and 17ab combined: no credit for 4c.  
**Home Economics** - 4, 5 (No Credit); 6 (3) (Same as Soc Sci 6); 7 (No Credit); \*9 (3) (Same as Bio 9); o15 (W/Lab 3) (Same as Bio 15); \*\*18 (3) (Same as Bio 18); \*20a (3); \*20b (3); 20c (No Credit); 22 (3); \*24 (2); 30 (No Credit); 35 (3) (Same as Soc Sci 35); 36 (No Credit) (Same as Soc Sci 36); 37 (3) (Same as Soc Sci 37); 39 (No Credit); +40 (3); +41 (3); 47 through 92 (No Credit).  
 \*20a, 20b and 24 combined: maximum credit allowed, 1 course.  
 \*\*9, 18 and Biology 18 combined: maximum credit allowed, 1 course.  
 +40 and 41 combined: maximum credit allowed, 1 course.



o15 and Biology 15 combined: maximum credit allowed, 1 course.

**Independent Study** - (Maximum credit allowed: 5 semester units per term).

**Interdisciplinary Studies** - Engl. 1 ab - Hist. 17ab (6,6); Engl. 42a - Hist. 4a (3,3).

**Journalism** - 1 (3); \*2 (3); \*15 (2); 16 through 50 (No Credit).

\*Any or all of these courses combined: maximum credit allowed, 1 year.

**Library** - 1a (2).

**Life Science** - (No Credit).

**Management** - (No Credit).

**Mathematics** - 10 (3); 11, 11ab, 12 (No Credit); 13 (3); 16 (3); +17 (3); (Same as Phil. 12) 18 (3); 19 through 21 (No Credit); \*23 ab (4,4); 28 (3); 29 (5); \*30 (5); \*31-32 (5,4); 34 (3); 49 (See Independent Study); 51 (No Credit).

\*Check for duplication of credit.

+17 and Philosophy 12 combined: maximum credit allowed, 1 course.

**Meteorology** - 1 (3).

**Military Science** - 1 ab (2,2); 2ab (2,2). Offered at California State University at San Jose.

**Music** - 1 (2); 2ab (2,2); 4ab (3,3); 5ab (3,3) 6 (3); 8 (3); +9 (3); (Same as Physics 9) 10 (3); \*11abcd (1,1,1,1); \*12abcd (1,1,1,1); \*16 (1) \*19abcd (1,1,1,1); 20 (3); \*22abcd (2,2,2,2); \*23abcd (2,2,2,2); \*24abcd (1,1,1,1); \*25abcd (1,1,1,1); \*26abcd (1,1,1,1); \*27abcd (1,1,1,1); \*28abcd (1,1,1,1); \*29abcd (1,1,1,1); \*30abcd (1,1,1,1); \*31abcd (1/2, 1/2, 1/2, 1/2); \*33abcd (2,2,2,2); \*34abcd (1,1,1,1); \*35abcd (1,1,1,1); \*36abcd (1,1,1,1); \*37abcd (1,1,1,1); \*40 (1-3); \*42 (1); \*43 (1); o44 (3); 49 (See Independent Study); 51, 99 (No Credit).

+9 combined with Physics 9: maximum credit allowed, 1 course.

\*Any or all of these courses combined: Maximum credit allowed, 12 units.

o44 and Art 44 combined: maximum credit allowed, 1 course.

**Nursery School** - (No Credit).

**Nursing** - (No Credit).

**Philosophy** - 6ab (3,3); 7 (3); \*12 (3); (Same as Math 17) 20-21 (3,3); 23 (3); 24 (3); 25 (3); 28 (3); 35 (3); 38 (3); 48 (1-3); 49 (See Independent Study).

**Physical Education** - Varsity Sports: \*1 through 11 (1 or 2 units each); Physical Education Competencies: +20abcd, 30abcd, 50abcd (2,2,2,2) (2,2,2,2); 40 (2); +42 (2); +41abw (1,1); +41m (2).

\*Any or all of these courses combined: maximum credit allowed, 4 units.

+Any or all of these courses combined: maximum credit allowed, 8 units.

**Physical Science** - 10 (3).

**Physics** - \*2ab (W/Lab 4,4); \*4abc (W/Lab 4,4,4); +9 (W/Lab 3); (Same as Music 9) \*10 (3); 62 (No Credit).

\*2a + 4a: deduct 3 units from 2a

\*2a + 4c: deduct 1 unit from 2a

\*2b + 4b: deduct 2 units from 2b

\*2b + 4c: deduct 2 units from 2b

\*10 following 2a or 4: no credit for 10

+9 combined with Music 9: maximum credit allowed, 1 course.

**Physiology** - 1 (W/Lab 5).

**Political Science** - 1 (3); 2 (3); 3 (3); 5 (3); 7 (3); 13 (3); \*21 (3); \*23 (2); 24 (2); \*25 (5); 27 (5) 28, 40, 41 (No Credit); 49 (See Independent Study).

\*21, 23, and 25 combined: maximum credit allowed, 5 units.

**Psychology** - \*1a (3); 1b (3); 4 (3); 5 (3); 6 (3); 7 (3); \*10 (3); 11a, 11b (No Credit); 12 (3); 33 (3); 43 (3); 44 (3); 45 (3); 47 (No Credit); 49 (See Independent Study).

\*1a + 10: maximum credit allowed, 1 course.

**Radiologic Technology** - (No Credit).

**Recreation Education** - 40 (2); 41, 42, 43 (No Credit); 44 (2); 47 (No Credit).

**Social Science** - 1-2 (3,3); 6 (3) (Same as Home Economics 6); 10 (No Credit); 11 (3); 12 13 (No Credit); 20 (3); 29 (3); 30 (3); 32 (3); 33 (3); 34 (3); 35 (3) (Same as Home Economics 35); 36 (No Credit) (Same as Home Economics 36); 37 (3) (Same as Home Economics 37) 38 through 52 (No Credit).

**Sociology** - 1 (3); 2 (3); 3 (3); 5 through 47 (No Credit); 49 (See Independent Study).

**Spanish** - 1 (5); 2 (5); 3 (5); 4 (3); 25ab (3,3); 30 (1-2); 100abc (No Credit).

**Speech** - 1a (3); 10 (3); 30ab (3,3).

**Statistics** - \*1 (3); \*2 (4).

\*1 and 2 combined: maximum credit allowed, 1 course.

**Student Government** - (No Credit).

**X-Ray Technology** - (No Credit).

**Zoology** - 1 (W/Lab 5).





## Majors

The student who intends to transfer a major in one of the fields listed below should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower-division departmental requirements, of the college or university to which he wishes to transfer.

Administration of Justice  
Adolescent Group Worker  
Afro-American Studies  
Anatomy  
Anthropology  
Art  
Asian Studies  
Bacteriology  
Biochemistry  
Biology  
Biophysics  
Botany  
Business  
Environmental Technology  
Food Technology and Management  
Foreign Languages  
Forestry  
Genetics

Business Administration  
Chemistry  
Corrections  
Criminology  
Dental Hygiene  
Dentistry  
Drama  
Ecology  
Economics  
Engineering  
English  
Entomology  
Geography  
Geology  
History

Home Economics  
Humanities  
Individualized Major  
Interdisciplinary Studies  
Interior Design  
International Relations  
Journalism  
Pre-Legal  
Liberal Arts  
Librarianship  
Management  
Mathematics  
Medical Illustration  
Pharmacy  
Philosophy  
Physical Education  
Physical Sciences  
Physical Therapy  
Physics  
Physiology  
Political Science  
Research and Development Assistant  
Social Science  
Social Service  
Social Work  
Sociology  
Urban Planning and Development  
Urban Studies  
Pre-Veterinary Medicine

Medical Sciences  
Mental Health Assistant  
Mexican-American Studies  
Microbiology  
Military Science  
Music  
Nursery School  
Nursing  
Nutrition  
Occupational Therapy  
Pre-Optometry  
Paleontology  
Parasitology  
Piano Tuning Technology  
Probation  
Psychology  
Public Health  
Radiologic Technology  
Recreation Education  
Rehabilitation Program  
Religions Studies  
Special Education Assistant  
Teacher Assistant  
Teacher Preparation  
Theatre Arts  
Wildlife Conservation  
Zoology





# Suggested Curricula

## Administration of Justice

### Associate in Arts Degree with a Major in Administration of Justice

The Administration of Justice program at Cañada College is designed to meet the needs of the students and the community. The program emphasizes the professionalization of police officers by training men and women in criminal law, investigative techniques and other related courses. However, just as important, the program also emphasizes the human relations aspect of police work and the need for officers to appreciate and understand people of all races, ethnic, and religious backgrounds.

To achieve this end all Administration of Justice majors are expected to enroll in at least one course of Black or Chicano Studies; and in addition, do course work in community relations, contemporary sub-cultures and other related areas.

The program now includes three options: Law Enforcement, Corrections (Probation); and Industrial and Retail Security. The Corrections option will prepare pre-service students for positions in community based delinquency prevention and diversion programs and will prepare the continuing student for advanced work leading to employment in probation. The program of Industrial and Retail Security is intended to provide the individual entering the security field with a well rounded educational background so as to prepare him for a professional career. To keep pace with the rapid technical changes taking place in the field of security, it is necessary for security personnel to stay abreast of current standards. Therefore, the curriculum emphasizes basic principles and practical applications in the security field.

The Administration of Justice program at Cañada College is geared so that a student, if he wishes, may transfer upon completion of the necessary course work to a California State University as an upper division student, and at the same time be prepared at the A.A. degree level for an effective law enforcement career.

Freshman Year	Units	
	F	S
AJ 1—Introduction to Law Enforcement	3	—
AJ 3—Concepts in Criminal Law	—	3
AJ 19—Patrol Procedures & Report Writing	—	3
English 1a	3	—
Social Science 40	3	—

American Institutions	2	3
Ethnic Studies	3	—
Speech 1a	—	3
Elective	—	2
Physical Education	1	1

---

 15 15

### Sophomore Year

	F	S
AJ 4—Legal Aspects of Evidence	—	3
AJ 7a—Criminal Investigation	3	—
AJ 38—Community Relations	3	—
AJ 47—Coop Education-Internship	—	2
Sociology (Soc. 2 strongly recommended)	3	—
Humanities	—	3
Life Science	3-4	—
Physical Science	—	3-4
Electives	3	4

---

 15-16 15-16

### REQUIRED CORE CURRICULUM

	Units
AJ 1—Introduction to Law Enforcement	3
AJ 3—Concepts in Criminal Law	3
AJ 4—Legal Aspects of Evidence	3
AJ 7a—Criminal Investigation	3
AJ 19—Patrol Procedures & Report Writing	3
AJ 38—Community Relations	3
AJ 47—Cooperative Education-Internship (Law Enforcement, Probation, Security)	2

### Administration of Justice Option

#### Industrial/Retail Security Option

AJ 30—Introduction to Industrial & Retail Security
AJ 32—Security Administration
AJ 35—Current Security Problems
(See Evening College Programs and Schedule)

#### Law Enforcement Option

AJ 2—Principles & Procedures of the Justice System
AJ 12—Traffic Control
AJ 17—Police Organization & Administration
AJ 21—Police Report Writing
Soc. Sci. 29—Juvenile Problems and Procedures

#### Corrections Option

AJ 18—Correctional Systems: Contemporary Treatment of Crime and Delinquency
AJ 42—History & Practice of Juvenile Placement
AJ 46—Introduction to Counseling

### Other Recommended Electives

AJ 7b—Criminal Investigation
AJ 44—Drugs: Effects on Individuals & Society
AJ 100—Police Management
Soc. 43—Introduction to Criminology & Penology



## Adolescent Group Worker Certificate Program

The current trend in closing state mental and correctional institutions, combined with the national trend to open more professional foster homes, satellite centers and community-based centers, is creating a need for the practitioner who is trained to work with adolescents in group homes, emancipation houses, the street workers, and operations other than the traditional institutions. The courses in this new curriculum are designed for both the paraprofessional and the professional in the field who wish to upgrade their skills and for the student who seeks to serve in a variety of public and private community based organizations.

### REQUIRED CORE CURRICULUM

	Units
<b>Fall Semester</b>	
Psych. 1A—General Psychology.....	3
Soc. Sci. 40—Introduction to Social Service.....	3
Soc. Sci. 42—History & Practice of Juvenile Placement.....	3
Soc. Sci. 45—Juvenile Rights & Court Law.....	1
Soc. Sci. 47—Cooperative Education (Minimum 10 hours per semester for two semesters.) (Placement must be in a licensed Group Foster Home.).....	2-4
Ethnic Studies (May be taken in summer or fall).....	3
<b>Spring Semester</b>	
Psych. 42—Introduction to Treatment Modalities.....	3
Psych. 46—Introduction to Counseling.....	3
Soc. Sci. 10—Interaction & Communication.....	3
Soc. Sci. 29—Juvenile Problems and Procedures.....	3
Soc. Sci. 43—Educational Resources.....	1
Soc. Sci. 47—Cooperative Education (Minimum 10 hours per semester for two semesters.) (Placement must be in a licensed Group Foster Home.).....	2-4

### Strongly Recommended Electives

Soc. Sci. 36—Life Cycles
Psych. 45—Group Interaction
Psych. 44—Drugs: Effects on Individual & Society
Sociology 2—Social Problems
Soc. Sci. 6—Consumer
Business 35—Personal Money Mgmt.
Spanish
Recreation (directive)
Typing

In addition, the student desiring an A.A. Degree with this major must fulfill the general education requirements specified by the college.

### Afro-American Studies

For courses available in this area see the special brochure "Ethnic Studies" available from the Registrar's office.

## Art

The student who intends to transfer a major in Art should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower-division departmental requirements of the college, university or art school to which he wishes to transfer. Students can plan their course in any of the following areas: Fine Arts and Commercial Art.

An Associate in Arts degree is awarded with a major in Art in any of the following suggested program plans:

### Art (Commercial)

#### Associate in Arts Degree with a Major in Commercial Art

*Recommended High School Preparation: Design,  
Drawing, Painting and Poster Service.*

	Units	
	F	S
<b>Freshman Year</b>		
Art 1a—History of Art.....	3	3
Art 2a—Form and Composition.....	3	—
Art 4—Perspectives.....	—	2
Art 5a—Design.....	3	—
Art 10—Introduction to Related Arts.....	—	3
Art 12—Lettering.....	—	2
English.....	3	—
Polit. Sci. 24—Calif. Urban Govt.....	2	—
Health Education.....	2	—
Biology 10.....	—	3
Speech-Comm. 1a.....	—	3
Physical Education.....	1	1
	<hr/>	<hr/>
	17	17

#### Sophomore Year

	Units	
	F	S
Art 1c—Art of Our Times.....	3	—
Art 3—Color.....	—	3
Art 6a—Painting I.....	3	—*
Art 7a—Watercolor.....	3	3*
Physics 10—Intro. to Descriptive Physics.....	3	—
Polit. Sci. 21—American Institutions.....	—	3
Philosophy 6 (or Eng. Lit.).....	3	—
Electives, Gen. Ed.....	—	2
Physical Education.....	1	1
	<hr/>	<hr/>
	16	12

\*Art 6b and 7b are interchangeable.

#### Suggested Electives

Art 5b—Design (3)
Guid. 1, 2, 3 or 4—Guidance Class (1-1-1-1)
Bus. 120—Advertising (2)
Art Courses not listed above



### Career Opportunities

Commercial artists may be employed in advertising, manufacturing, public relations or communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, story illustration or interior design.

### Art (Fine Arts)

#### I—Associate in Arts Degree with a Major in Fine Arts, Painting

##### Freshman Year

	Units	
	F	S
Art 1b—History of Art	—	3
Art 2a-2b—Form and Composition	3	3
Art 13a-13b—Drawing	3	3
Art 10—Introduction to Related Arts	—	3
English	3	—
Polit. Sci. 21—Amer. Government	3	—
Biology 10	3	—
Speech-Comm. 1a	—	3
Physical Education	1	1
	16	16

##### Sophomore Year

	Units	
	F	S
Art 1c—Art of Our Times	—	3
Art 3—Color	—	3
Art 6a-6b—Painting	3	3*
Art 7a-7b—Watercolor	3	—*
Art 15—Life Drawing	2	—
Physics 10—Intro. to Descriptive Physics	3	—
Philosophy 6 (or Eng. Lit.)	3	—
Polit. Sci. 24—Calif. Urban Govt.	2	—
Health Education	—	2
Electives, General Education	—	1
Physical Education	1	1
	17	13

\*Art 6b and 7b are interchangeable.

#### Suggested Electives

Art 1a—History of Art (3)  
Art courses not listed above  
Guid. 1, 2, 3 or 4 Guidance Class (1-1-1-1)

#### II—Associate in Arts Degree with a Major in Fine Arts, Sculpture

##### Freshman Year

	Units	
	F	S
Art 1a-1b—History of Art	3	3
Art 2a—Form and Composition	3	—
Art 5b—Design	—	3

Art 13a-13b—Drawing	3	3
English	3	—
Polit. Sci. 21—Amer. Government	3	—
Biology 10	—	3
Speech-Comm. 1a	—	3
Physical Education	1	1
	16	16

##### Sophomore Year

	Units	
	F	S
Art 1c—Art of Our Times	3	—
Art 15—Life Drawing	2	—
Art 22a-22b—Sculpture	3	3
Physics 10—Intro. to Descriptive Physics	3	—
Philosophy 6 (or Eng. Lit.)	3	—
Polit. Sci. 24—Calif. Urban Govt.	2	—
Health Education	—	2
Electives, General Education	—	7
Physical Education	1	1
	17	13

#### Suggested Electives

Art 10—Introduction to Related Arts (3)  
Guid. 1, 2, 3 or 4—Guidance Class (1-1-1-1)  
Art 3—Color (3)  
Art courses not listed above

### Asian Studies

For courses available in this area see the special brochure "Ethnic Studies" available from the Registrar's office.

### Business Administration

#### Transfer Program

*Recommended High School Preparation: Elementary Algebra, Plane Geometry, Natural or Physical Science.*

The lower division requirements for Business Administration majors transferring to state colleges are Business Administration 1a-1b, Economics 1a-1b, Business Administration 18a.

Students planning to transfer to California State University, San Jose, should take Mathematics 13 (Finite Mathematics), Statistics 2, Logic or Ethics, and Speech-Communication 1a.

Students transferring to other state universities should complete Math 20 as a minimum.

Business 51, Business Mathematics, is recommended for students who are weak in basic math.

The remainder of the student's work should be courses to be applied toward the completion of the 40-unit general education requirement for state colleges.

Students planning to transfer to a university should consult the catalog for that school.



**Business****(Career Programs)**

The following career programs are designed to qualify a student for employment upon completion of a certificate or two-year curriculum. The development of business skills which can be utilized for immediate employment is emphasized, with general courses offered to provide a background for future promotion in the chosen occupational area.

Clerk-Typist, Secretarial, Credit and Finance Management, or Merchandising Management certificates are awarded with or without the AA degree to students who complete the required courses in the certificate program.

Students graduating with a major in the field of Business must meet the following subject requirements:

- 18 units in Business courses.
- Business 50 or 51, or a satisfactory score on a Business Mathematics competency exam.
- Business 10-Introduction to Business

**Business (Banking and Finance)**

(See Evening College programs and schedule)

**Business (General Clerical)****Associate in Arts Degree  
with a General Clerical Major**

(Recommended Program)

	Units	
	F	S
Freshman Year		
Health Education .....	—	2
Bus. 92a, b or c—Typing .....	3	—
Bus. 91—Bus. English .....	3	—
English .....	—	4
General Education Elective .....	—	3
Bus. 50 or 51—Bus. Math .....	3	—
Bus. 56—Bus. Comm. ....	—	3
Bus. 58—Human Relations .....	—	3
Bus. 10—Intro. to Bus. ....	3	—
Bus. 11—Cont. Bus. Econ. Issues .....	3	—
Physical Education .....	1	1
	16	16

**Sophomore Year**

	Units	
	F	S
Bus. 12—Intro. to Data Processing .....	3	—
Bus. 93—Machine Calculation .....	—	2
Soc. Sci. ....	3	3
Bus. 100—Office Procedures .....	—	4
General Education Elective .....	3	—
Business Elective .....	—	3
English .....	—	4
Business 92b or c—Typing .....	3	—
Bus. 66—General Accounting .....	3	—
Physical Education .....	1	1
	16	17

**Suggested Electives**

- Guid. 1, 2, 3 or 4—Guidance Class (1-1-1-1)
- Bus. 35—Personal Money Management (3)
- Psychology 1a or 10 (3)
- Business 64—Bus. Law (3)
- Business 36—Credit Management (3)
- Business 83a—Prin. of Real Estate (3)

**CLERK-TYPIST CERTIFICATE PROGRAM**

**Remedial Courses** (if required by testing)

Core Courses	Units
Bus. 92b, c—Typing (through 92c) .....	3-6
Bus. 100—Office Procedures .....	4
Bus. 10—Introduction to Business .....	3
Bus. 93—Machine Calculation .....	2
Bus. 50 or 51 .....	3
Related Courses .....	3
Bus. 91—Bus. English .....	3
Electives .....	3

24-27

Note: Certificate is awarded with or without the AA degree to students who complete the required courses in the certificate program.

**Business (Secretarial)****Associate in Arts Degree  
with a Secretarial Major**  
(Recommended Program)**Freshman Year**

	Units	
	F	S
Bus. 92a or 92b—Typing .....	3	—
Bus. 91—Bus. English .....	3	—
English .....	—	3
Bus. 66—General Acc't. ....	3	—
Bus. 50 or 51—Arithmetic .....	3	—
Bus. 93—Mach. Calculation .....	—	2
Bus. 10—Intro. to Bus. ....	—	3
Bus. 90a-b or c—Shorthand (Gregg) or Bus. 90S a/b—Mach. Shorthand .....	—	5
General Education .....	3	3
Physical Education .....	1	1
	16	17

**Sophomore Year**

	Units	
	F	S
Health Education .....	—	1
Bus. 92b or 92c—Typing .....	3	—
Bus. 90b,c—Shorthand (Gregg) or Bus. 90S a/b—Mach. Shorthand .....	7	5
Bus. 100—Office Procedures .....	—	4
Social Science Requirement .....	3	3
General Education .....	3	—
Bus. 56—Bus. Communications .....	—	3
Physical Education .....	1	1
	17	17

See Business section for division requirements for all Business majors.



**Suggested Electives**

Guid. 1, 2, 3 or 4—Guidance Class (1-1-1-1)  
 Bus. 35—Personal Money Management (3)  
 Bus. 11—Cont. Bus. Econ. Issues (3)  
 Bus. 58—Human Relations (3)  
 Bus. 64—Bus. Law (3)  
 Bus. 81—Security Investments (3)

**SECRETARIAL CERTIFICATE PROGRAM REQUIREMENTS****Core Courses**

	Units
Bus. 92b-c—Typing (through 92c).....	3-6
Bus. 90a-b—Shorthand (through 90b) Gregg or 90Sa/b—Mach Shorthand.....	5-12
Bus. 100—Office Procedures.....	4
Bus. 10—Introduction to Business.....	3
Bus. 93—Machine Calculation.....	2
Business Elective.....	3
Bus. 50 or 51.....	3
Bus. 91—Bus. English.....	3
Bus. 56—Bus. Communications.....	3

29-33

Note: Certificate is awarded with or without the AA degree to students who complete the required courses in the certificate program.

**Business Administration****Associate in Arts Degree in Business with an Emphasis in Business Administration**

(Recommended Program—18 units in Business required. This curriculum is for the Business student who does not wish to specialize.)

**Freshman Year**

	Units	
	F	S
Health Education.....	2	—
Bus. 92—Typing.....	—	3
English.....	—	4
Bus. 66—Gen. Acc't. or Bus. Admin. 1a.....	3-4	—
Bus. 50 or 51—Bus. Math.....	3	—
Social Science Requirement.....	3	3
Bus. 64/Bus. Ad. 18a.....	—	3
Bus. 10—Intro. to Business.....	3	—
Bus. 12—Intro. to Data Processing.....	—	3
Physical Education.....	1	1

15-16 17

**Sophomore Year**

	Units	
	F	S
Bus. 91—Bus. Engl.....	3	—
Bus. 11—Cont. Bus. Econ. Issues.....	3	—
Bus. 93—Machine Calculation.....	—	2
General Education Electives.....	3	3
Bus. Elective.....	3	3
Bus. 58—Human Relations.....	3	—
Bus. 56—Bus. Communications.....	—	3
Bus. 65—Small Business Management.....	—	3
Physical Education.....	1	1
Health Education.....	—	2

16 17

**Suggested Electives**

Bus. 35—Personal Money Management (3)  
 Bus. 110—Fundamentals of Salesmanship (2)  
 Bus. 116—Prin. of Retail Merchandising (2)  
 Bus. 47—Cooperative Education (1-4)  
 Bus. 36/37—Credit Management (3-3)  
 Bus. 38—Prin. of Bank Operations (3)  
 Bus. 81—Security Investment (3)  
 Guid. 1, 2, 3 or 4—Guidance Class (1-1-1-1)

**Business Administration Certificate Programs****Business Administration Certificate Requirements**

Core requirements.....15 units  
 One group of Business options.....15 units

**REQUIRED CORE COURSES**

(Common to any of the Business options)	Units
Bus. 50/51—Business Arithmetic.....	3
Bus. 10—Introduction to Business.....	3
Bus. 58—Human Relations.....	3
Business Elective.....	3
Bus. 47—Cooperative Education (Recommended) ..	1-4
Bus. 91/11—Bus. Engl./Contemporary Bus. Econ. Issues.....	3

15-19

**BUSINESS OPTIONS**

(In addition to core courses)

**Credit and Finance Management Option**

Bus. 64/Bus. Ad. 18a.....	3
Bus. 35—Personal Money Management or Bus. 38—Prin. of Bank Operations.....	3
Bus. 36—Consumer Credit Management.....	3
Bus. 37—Credit Management.....	3
Bus. 66/Bus. Ad. 1a—Accounting.....	3-4

15-16

**Merchandising Option**

Bus. 65—Small Business Management.....	3
Bus. 110—Salesmanship.....	2
Bus. 116—Prin. of Retail Merchandising.....	2
Bus. 117—Modern Retail Operation.....	2
Bus. 120—Advertising.....	3
Bus. 124—Marketing.....	3

15

**Home Furnishings—Merchandising Option**

Art 3a—Form and Color.....	3
Home Ec 40—Your Home and Environment.....	3
Home Ec. 41—Interiors.....	3
Bus. 65—Small Business Management.....	3
Bus. 116—Prin. of Retail Merchandising.....	2
Bus. 117—Modern Retail Operation.....	2

16

Note: Certificate is awarded with or without the AA degree to students who complete the required courses in the certificate program.



**Business Administration—General Option**

Any combination of course options as listed above .....15

Students are encouraged to work for an A.A. degree in addition to the Business Administration Certificate. Refer to the appropriate curriculum for the A.A. degree program for suggested electives.

**Business (Credit and Finance Management)****Associate of Arts Degree with a Credit Management Major**

(Recommended Program—18 units in Business required.)

Freshman Year	Units	
	F	S
Bus. 35—Pers. Money Mgmt. or Bus. 38—Bank Operation .....	—	3
Bus. 50 or 51—Bus. Arith. ....	3	—
Bus. 11—Cont. Bus. Econ. Issues or Econ. 1a—Prin. of Econ. ....	3	—
Bus. 10—Intro. to Bus. ....	3	—
Bus. 58—Human Relations .....	—	3
Bus. 66 or Bus. Ad. 1a—Accounting .....	—	3-4
Bus. 91—Bus. English .....	3	—
English .....	—	3
General Education .....	—	3
Health Education .....	2	—
Physical Education .....	1	1

15 16-17

**Sophomore Year**

Sophomore Year	Units	
	F	S
Bus. 36—Consumer Credit Management .....	3	—
Bus. 37—Credit Management .....	—	3
Bus. 56—Bus. Communications .....	—	3
Bus. 64 or Bus. Ad. 18a—Bus. Law .....	—	3
Mgmt. 92—Tech. of Supervision .....	3	—
Elective .....	3	—
English .....	3	—
General Education .....	—	3
American Institutions .....	3	3
Physical Education .....	1	1

16 16

**Suggested Business Electives**

- Bus. 92a/r—Typing (3)
- Bus. 93—Machine Calculation (2)
- Bus. 47—Cooperative Education (1-4)
- Mgmt. 80—Personnel Mgmt. (3)
- Bus. 38—Prin. of Bank Operations (3)
- Mgmt. 52—Report Writing (3)
- Bus. 12—Intro. to Data Processing (3)
- Bus. 65—Small Business Mgmt. (3)
- Bus. 116—Prin. of Retail Merchandising (2)

**Business (Legal Assistant)**

(See Evening College Programs and Schedule)

**Business (Merchandising-Management)****Associate in Arts Degree in Business with Specialization in Merchandising**

(Recommended Program—18 units in Business required.)

This program is planned to prepare men and women for responsible positions in the merchandising and management field. Store organization, management, merchandise control, buying and selling, sales promotion, accounting and control, and problems inherent in the operation of a progressive retail business are included.

Freshman Year	Units	
	F	S
Bus. 50 or 51—Bus. Arithmetic .....	3	—
Bus. 10—Intro. to Bus. ....	3	—
Mgmt. 92—Supervision .....	—	3
Bus. 120—Advertising .....	—	3
Bus. 58—Human Relations .....	—	3
Bus. 110—Fundamentals of Salesmanship .....	2	—
English .....	—	4
Health Education .....	2	—
Elective .....	—	3
Physical Education .....	1	1
Bus. 116—Prin. of Retail Merchandising .....	2	—
Bus. 91—Bus. English .....	3	—

16 17

**Sophomore Year**

Sophomore Year	Units	
	F	S
Bus. 124—Marketing .....	—	3
Bus. 66—Gen. Acc't. ....	3	—
Bus. 65—Small Business Mgmt. ....	—	3
Social Science .....	3	3
General Education Elective .....	3	3
Bus. 117—Modern Retail Operation .....	2	—
Business Elective .....	3	3
Physical Education .....	1	1

15 16

**Suggested Business Electives**

- Bus. 11—Contemporary Business Economic Issues (3)
- Bus. 12—Introduction to Data Processing (3)
- Bus. 35—Personal Money Management (3)
- Bus. 36/37—Credit Management (6)
- Bus. 47—Cooperative Education (1-4)
- Bus. Ad. 1a—Accounting (4)
- Bus. 56—Bus. Communications (3)
- Bus. 64—Business Law (3)
- Bus. 91—Business English (3)
- Bus. 93—Machine Calculation (2)
- Bus. 92a—Beginning Typing (3)



**Corrections/Criminology**

See "Administration of Justice."

**Dental Hygiene/Dentistry**

See "Medical Science."

**Drama****Associate in Arts Degree  
with a Major in Drama**

The student who intends to transfer a major in Drama should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower-division departmental requirements of the college, university, or drama school of his choice. The program outlined below is typical of requirements for transfer with junior standing to a state college.

**Freshman Year**

	Units	
	F	S
English and/or Speech-Comm. ....	3	3
Physics 9 or 10 (Phys. Sci. req.) .....	3	—
Biology 10 or Environ. 1 (Life Sci. req.) .....	—	3
Physical Education .....	1	1
Drama 10—Intro. to Theater .....	3	—
Drama 13a—Stage Production .....	—	3
Drama 14a-14b—Acting, Practice and Theory .....	3	3
Drama L14a-L14b—Acting Lab .....	2	2
Drama 15—Play Production (at least <i>one</i> per year) .....	1/2-2	1/2-2
	15 1/2-17	15 1/2-17

**Sophomore Year**

	Units	
	F	S
Art 10 or Music 10 (Humanities requirement) .....	—	3
Eng/Drama 24—Modern Drama (Humanities requirement) .....	3	—
Poli. Sci. 21—American Government .....	3	—
Poli. Sci. 24—Calif. Urban Gov't. ....	—	2
Health Education .....	2	—
Physical Education .....	1	1
Drama 1a-1b—Masterpieces of Drama .....	3	3
Drama 14c-14d—Advanced Acting .....	3	3
Drama L14c-L14d—Acting Lab .....	2	2
Drama 15—Play Production .....	1/2-2	1/2-2
Drama 16—Production Shop .....	—	1/2-2
Drama 17—Costume-Fashion Design & Prep. Makeup .....	—	1/2-2
	16 1/2-19	15 1/2-20

**Suggested Electives**

	Units
Drama 13b, 13c, 13d—Stage Production .....	3-3-3
Drama 15—Play Production (Repeatable for credit) .....	1/2-2
Drama 16—Production Shop (Repeatable for credit) .....	1/2-2
Drama 17—Costume-Fashion Design and Prep. Makeup (Repeatable for credit) .....	1/2-2
Drama 20—Intro. to Direction (Repeatable for credit) .....	3
Drama 24—Modern Drama .....	3
Drama 25—Intro. to Shakespeare .....	3
Drama 49—Individual Projects .....	1-2

**Other Electives**

Art 1a-1b—Hist. of Art .....	3-3
Art 2a-2b—Form and Composition .....	3-3
Art 4—Perspective .....	3
Music 6—Music Apprec. and Survey .....	3
Phys. Ed. 42a—Elementary Folk Dance .....	1
Phys. Ed. 50a—Elementary Modern Dance .....	1
Speech-Comm. 1a—Fundamentals .....	3
Speech-Comm. 30a—Oral Interp. of Literature .....	3

**Engineering**

The Engineering programs detailed below have been designed to prepare a student to transfer to the Engineering Department of many four-year colleges and universities at the end of the sophomore year. It is very important that the student refer to the catalog of the transfer college of his choice and work through the Mathematical/Engineering Division Counselor.

The following core subjects were approved unanimously by representatives of all the California State Colleges and Universities and all branches of the University of California at the fall meeting of the Engineering Liaison (ELC) Committee in November, 1970.

	Units
Mathematics (beginning with Analytic Geometry and Calculus and completing a course in Ordinary Differential Equations) .....	16
Chemistry (for engineers and scientists) .....	8
Physics (for engineers and scientists) .....	12
Statics .....	3
Graphics and Descriptive Geometry .....	3
Computers (digital) .....	2
Orientation and Motivation .....	1
Properties of Materials .....	3
Electrical Circuits and Devices .....	3
Electives .....	11-15
	62-66

The Engineering Liaison Committee (ELC) strongly recommends that any transfer student from a community college complete all his Mathematics, Physics and Chemistry **before** going on to the four-year institution.



*Recommended High School Preparation: Mathematics (four years), Chemistry (one year), Physics (one year), Mechanical Drawing (one year).*

## Engineering (Basic Program)

Freshman Year Required	Units	
	F	S
Engin. 10 Engin. and Environment.....	2	—
Engin. 22 Graphics.....	—	2
Math. 30 Calculus - Analytics.....	5	—
Math. 31 Calculus.....	—	5
Chem. 1a, 1b or 8.....	5	3-5
Physics 4a.....	—	4
English 1a.....	3	—

Recommended	Units	
	F	S
Math 25 Computer - Fortran.....	—	3
Physical Education.....	1	—
16 17-19		

Sophomore Year Required	Units	
	F	S
Engin. 35 Statics.....	3	—
Engin. 38 Circuits.....	—	3
Math. 32 Calculus.....	5	—
Physics 4b-4c.....	4	4
Amer. Institution.....	2-3	3
English or Speech.....	3	—
Life Science or Humanities.....	—	3

Recommended	Units	
	F	S
Physical Education.....	—	1
Math. 34 Differential Equations.....	—	4
17-18 18		

## Engineering (Technical Program)

Freshman Year Required	Units	
	F	S
Engin. 10 Engineering and Environment.....	2	—
Math. 23a,b Calculus.....	4	4
Chem. 30a,b Intro. Chem.....	4	4
Physics 2a,b.....	4	4
English 1a.....	3	—

Recommended	Units	
	F	S
Math. 18 Computers (basic).....	—	3
Physical Education.....	—	1
17 16		

Sophomore Year Required	Units	
	F	S
Engineering Elective.....	3	2-3
American Institutions.....	2-3	3
English or Speech.....	3	—
Life Science or Humanities.....	—	3

### Recommended

Math. 25 Computer (Fortran).....	—	3
Physical Education.....	1	—
Electives.....	5-6	3-5
15-16 15-16		

For other Engineering Programs available, see the math/engineering counselor.

Please note that other engineering courses are available to adapt the above programs to your needs. Example: Surveying and Drafting (CSM) - Evening College; courses related to non-destructive testing - Evening College.

## Environmental Technology

(Science Oriented)

Freshman Year	Units	
	F	S
Environment 3 or 1.....	3	—
Environment 2.....	—	3
English 1a or 50a.....	3-4	—
English 1b or 50b or Speech-Comm. 1a.....	—	3-4
Chemistry 30a or 1a.....	4-5	—
Chemistry 30b.....	—	4
Physical Education.....	1	1
Math 11 or 11a.....	5-3	—
(or more advanced if qualified)		
Biology 1.....	—	4
14-18 15-16		





48 Curricula: ENVIRONMENTAL TECHNOLOGY (cont.), FOOD TECHNOLOGY

Sophomore Year	Units	
	F	S
Physics 2a.....	4	—
Bacteriology I.....	—	5
Social Science Requirement		
Political Science 21.....	3	—
Political Science 24.....	—	2
Short Courses (see below).....	3	3
General Education Requirement		
(Suggest Bus. 12 or Bus. Ad. 1a).....	3	—
(Suggest Economics 1a).....	—	3
Electives.....	—	3
Humanities Gen. Ed.....	3	—
	16	16

Cooperative Education Work Experience  
(Summers) Maximum 4-8 units

Courses in the following subjects are being developed. These are short courses of one unit each from which a student would select based on area of specialization or interest. These are presently numbered 48.

- Hydraulics and Pumps I & II
- Instrumentation and Controls I & II
- Electrical Motors
- Fresh Water
- Sewage Treatment
- Chemistry of Water Quality Control
- Biology of Water Quality Control
- Environmental and Health Laws
- Use of Handbook & Blueprint Reading
- Biology of Solid Wastes
- Chemistry of Solid Wastes
- Chemistry of Air Pollution
- Vector Control
- Housing Planning

### Food Technology and Management

**Associate in Arts Degree  
with a Major in Food Technology  
and Management**

First Semester	Units
F.T. 50a-51a—Quantity Food Prep.....	6
or	
F.T. 50b-51b.....	5
F.T. 56—Dining Room Service.....	1
F.T. 60—Food Purchasing.....	2
F.T. 68—Sanitation & Safety for Hospitality Ind.....	1
Bus. 50 or 51—Bus. Arith. or Bus. Math.....	3
English.....	4
Physical Education.....	1
	17-18

Second Semester	Units
F.T. 50b-51b—Quantity Food Prep.....	5
or	
F.T. 50a-51a.....	6
F.T. 60—Food Purchasing.....	2

F.T. 65—Menu Planning.....	2
English.....	4
General Education.....	3
Physical Education.....	1
	17-18
<b>Third Semester</b>	<b>Units</b>
F.T. 52—Food Prep. Supervision.....	3
F.T. 54a—Adv. Food Prep.....	4
F.T. 55a—Modern Baking.....	2
Bus. 58—Human Relations.....	3
General Education & Social Studies.....	3
Physical Education.....	1
	16

Fourth Semester	Units
F.T. 47—Cooperative Education.....	1-4
F.T. 54b—Advanced Food Prep.....	4
F.T. 55b—Modern Baking.....	2
Bus. 66—Accounting.....	3
General Education.....	3
Social Studies.....	3
Physical Education.....	1
	17-20

#### Recommended Electives

F.T. 47—Cooperative Education.....	1-4
F.T. 52—Food Preparation.....	3
F.T. 70—Food Management Problems.....	2
Bus. 10—Introduction to Business.....	3
Bus. 11—Contemporary Bus. Econ. Issues.....	3
Bus. 12—Intro. to Data Processing.....	3
Bus. 50—Business Arithmetic.....	3
Bus. 51—Business Mathematics.....	3
Bus. 66—General Accounting.....	3
Bus. 91—Business English.....	3
Bus. 92a—Beginning Typing.....	3
Bus. 110—Fund. of Salesmanship.....	2
Bus. Ad. 1a—Principles of Accounting.....	4

#### Certificate Program

F.T. 47—Cooperative Education.....	4
F.T. 50a-51a—Quantity Food Prep.....	6
F.T. 50b-51b—Quantity Food Prep.....	5
F.T. 52—Food Prep. Supervision.....	3
F.T. 54a—Adv. Food Preparation.....	4
F.T. 56—Dining Room Service.....	1
F.T. 60a—Quantity Food Purchasing.....	2
F.T. 65—Menu Planning.....	2
F.T. 68—Sanitation & Safety for Hospitality Industry.....	1

Students are encouraged to complete the certificate program and also the requirements for the Associate in Arts degree.



**Home Economics****Associate of Arts Degree  
with a Major in Home Economics  
Freshman Year**

	Units	
	F	S
English and/or Speech-Comm.....	3	3
H.Ec. 20 or 21a—Clothing.....	3	—
H. Ec. 21a or 21b—Clothing.....	—	3
H. Ec. 4—Gourmet Foods.....	3	—
H. Ec. 6—Consumer Ed.....	3	—
H. Ec. 24—Fashion Analysis.....	—	2
Psych. 1a—General or Psych. 10—Psych. in Prac., or Psych. 33—Psych of Adjust.....	—	3
Health Ed.....	2	—
H. Ec. 7—Home Management.....	—	2
Physical Education.....	1	1
Electives.....	2	2

**Sophomore Year**

	Units	
	F	S
Amer. Institutions.....	3	2
Psych. 4—Marriage.....	3	—
Sociology 2—Soc. Prob. or Sociology 3—Minorities or H. Ec. 36—Life Cycles or Anthropology 2 or H. Ec. 37.....	—	3
H. Ec. 20c—Creative Fashion.....	3	—
H. Ec. 9—Nutrition.....	3	—
H. Ec. 35—Child in the Home.....	3	—
H. Ec. 22—Textiles.....	—	3
H. Ec. 40 or 41—Interior Design.....	—	3
Physical Education.....	1	1
Electives.....	—	3

16 15

The student who intends to transfer a major in Home Economics should plan a course at Cañada College to meet the general requirements for junior standing, as well as the lower-division departmental requirements, of the college or university to which the student wishes to transfer.

**Suggested Program for Transfer (General)**

	Units
H.Ec. 5—Careers.....	1
H.Ec. 6—Consumer in the Marketplace.....	3
H.Ec. 9—Nutrition.....	3
or H.Ec. 15—Essentials of Nutrition.....	3
H.Ec. 21a—Fashion Sewing.....	3
H.Ec. 21b—Creative Fashions, Construc- tion and Designing.....	3
H.Ec. 22—Textiles.....	3
H.Ec. 35—Child in the Home.....	3
H.Ec. 39—Communication in H.Ec.....	3
H. Ec. 40—Your Home and Your Environment... or H.Ec. 41—Interiors.....	3

**Home Economics with Major  
in Clothing and Textiles**

H. Ec. 24—Fashion Analysis & Apparel Selection.....	2
H.Ec. 60—Textile Arts.....	2

**Home Economics with Major  
in Fashion Merchandising**

H.Ec. 30—Fashion Merchandising.....	2
-------------------------------------	---

**Home Economics with Major  
in Interior Design**

(See Evening College programs and schedule)

**Home Economics with Minor  
in Social Studies**

H.Ec. 26—Life Cycle: Individuals & Families.....	3
H.Ec. 37—Sociology of Women.....	3

**Individualized Major**

Students interested in pursuing a major area of their own choice (at present not listed in the catalog) should contact their particular counselor. Courses can be drawn from several fields of study and references can be made to instructors in specialized areas so that individual programs and goals can be established.

The purpose is to facilitate and encourage students with individual goals and interests to pursue them with the aid of several qualified faculty members, and to allow examination of several fields of study combined in a concise, meaningful format.

Upon completion of the program a certificate is awarded, detailing for potential employers and transfer institutions the work accomplished.

**Interior Design**

(AA Degree and Certificate Options)

**Assistant Designer Option  
Display Option****Home Furnishings Merchandising Option**  
(See Evening College Programs and Schedule)**Management****Certificate Programs**

Management certificate programs are offered in the Evening College only in the following fields (see Evening College Programs and Schedules).

- Business Management
- Financial and Credit Management
- Industrial Management
- Public Administration Management
- Small Business Management
- Supermarket Management



## Mathematics

Cañada College offers a wide variety of courses for the student who wishes to major in Mathematics, enabling him to transfer to a university or four-year college at the end of the sophomore year. The student should consult the catalog of the college of his choice for special requirements.

*Recommended High School Preparation: Four years of high school level Mathematics, Physics (one year), Mechanical Drawing (one year), two or more years of a foreign language (German, French or Russian).*

## Medical Sciences

### Transfer Program

(Pre-Medical, Pre-Nursing, Medical Lab Technician, Physical Therapy, Dentistry, Dental Hygiene, Pre-Veterinary Medicine, Pre-Pharmacy, Optometry.)

*Recommended High School Preparation: Elementary Algebra, Plane Geometry, Intermediate Algebra, Trigonometry, Chemistry, Biology, Physics, Foreign Language.*

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

	Units
English 1a, English 1b or Speech-Comm. 1a.....	6
Social Science	
American Institutions .....	4-8
Psych. 1a or Electives .....	3-5
Humanities	
Literature, Philosophy.....	3
Art, Music, Drama, Literature, Philosophy.....	3
Foreign Language (Continuing from high school)...	4-8
Health Education .....	2
Physical Education .....	4
Major Requirements .....	20-30
May include:	
Biology 1	
Chemistry 1a-1b, 5, 8, 9	
Physics 2a-2b or	
Physics 4a-4b-4c	
Zoology 1,	
Psychology 33, Anthropology, Anatomy	
Bacteriology, Physiology, Sociology,	
Analytical Geometry and Calculus.	

## Mental Health Assistant

### Associate in Arts Degree with a Major in Mental Health

Cañada College in cooperation with local mental health agencies has designed and implemented a two-

year degree program to develop a mental health generalist. The program combines classroom knowledge with actual experience working on a paid or volunteer basis in various mental health agencies to develop an individual to work with disturbed and disadvantaged individuals. Actual experience in the mental health agencies early in the program provides a basis for the student to evaluate his vocational pursuits.

A suggested program is listed below; however, each student interested in the Mental Health Assistant training program should arrange for an interview with the Program Director, Dr. Stegner (364-1212, Ext. 371), to design his program according to his needs and eventual goals. Requirements for the A.A. degree should be ascertained by consulting a counselor at Cañada College.

Core Curriculum	Units
Psych. 1a—General.....	3
Psych. 33—Psychology of Adjustment.....	3
Psych. 42—Introduction to Treatment Modalities ..	3
Psych. 44—Drugs: Effects on Individuals and Society.....	3
Psych. 45—Principles of Group Interaction.....	3
Psych. 46—Introduction to Counseling .....	3
Soc. Sci. 10—Interaction and Communication for the Paraprofessional .....	3
Soc. Sci. 40—Introduction to Social Service.....	3
	24
Cooperative Education (MHHS 47) .....	8
	32

### Recommended Specialty Electives

Psych. 1b—Experimental Psychology
Psych. 4—Marriage
Psych. 5—Child Development
Psych. 7—Psychological Experience of La Raza in the U.S.
Psych. 43—Psychological Assessment
Soc. 2—Social Problems
Soc. Sci. 30—Contemporary Sub-Cultures
Home Econ. 9—Nutrition
Stat. 1—Research Methods & Statistical Analysis
Spanish Courses
Typing Courses
Ethnic Studies Courses

## Mexican-American Studies

For courses available in this area see the special brochure "Ethnic Studies" available from the Registrar's office.

## Military Science

(Reserve Officers Training Corps)

Military Science is offered to qualified students enrolled on a full-time basis at Cañada College. Classes



and leadership laboratory are conducted at California State University, San Jose under the supervision of the Professor of Military Science, California State University, San Jose.

Students may complete the first two years of Army ROTC while enrolled at Cañada College and qualify for enrollment in the advanced course (third and fourth year) at degree granting colleges or universities. Completion of ROTC and a baccalaureate degree qualify students for a commission in the United States Army Reserve.

Students may obtain enrollment forms from their counselor or the Department of Military Science, California State University, San Jose.

## Music

### Associate in Arts Degree with a Major in Music

The student who intends to transfer a major in Music or Music Education should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower-division departmental requirements of the college, university or music school to which he intends to transfer. The program outlined below is typical of requirements for transfer with junior standing to a state college.



*Recommended High School Preparation: Chorus, or Band or Orchestra, Music Theory, Music Appreciation, private study in performance.*

	Units	
	F	S
<b>Freshman Year</b>		
Music 1—Musicianship.....	2	—
Music 2a—Adv. Musicianship.....	—	2
Music 4a-4b—Harmony.....	3	3
Music 6—Appreciation and Survey.....	3	—
Applied Music.....	1	1
11—Piano*		
12—Adv. Piano		
24—Brasses		
25—Woodwinds		
26—Strings		
28—Adv. Brasses		
29—Adv. Woodwinds		
30—Adv. Strings		
36—Voice		
37—Adv. Solo Voice		
Performance Groups.....	2	2
Music 22—Orch.		
Music 23—Band		
Music 33—Chorus		
English 1a.....	3	—
Speech-Comm. 1a.....	—	3
Health Education.....	2	—
Biology 10.....	—	3
Polit. Sci. 24—Calif. Urban Govt.....	—	2
Physical Education.....	1	1
	17	17

	Units	
	F	S
<b>Sophomore Year</b>		
Music 2b—Advanced Musicianship.....	2	—
Music 5a-5b—Advanced Harmony.....	3	3
Applied Music.....	1	1
11—Piano*		
12—Adv. Piano		
24—Brasses		
25—Woodwinds		
26—Strings		
28—Adv. Brasses		
29—Adv. Woodwinds		
30—Adv. Strings		
36—Voice		
37—Adv. Solo Voice		
Performance Groups.....	2	2
Music 22—Orch. (2)		
Music 23—Band (2)		
Music 33—Chorus (2)		
Physics 9—Sound and Music.....	3	—
Polit. Sci. 21—American Govt.....	3	—
Music 10—Introduction to Related Arts.....	—	3
Philosophy 6 (or Lit. course).....	—	3
Physical Education.....	1	1
	15	13



**Suggested Electives**

Guid. 1, 2, 3 or 4 Guidance (1-1-1-1)  
 PE 48, Pep Band  
 Music courses not listed above

\*All Music Majors should study piano. Music 11, at least two units.

**Nursery School**

The Nursery School program at Cañada College is designed to prepare qualified nursery school assistants who, upon completion of the curriculum, are capable of performing the duties of a teaching assistant in a variety of different preschool programs, such as children centers, "Head Start," public and private nursery schools, cooperatives, church-affiliated schools and nursery schools for handicapped children. The program is also appropriate for both elementary school teaching preparation and as practical experience for wives and mothers who desire more training to benefit their own families.

**CERTIFICATE PROGRAM**

Core Curriculum	Units
Psych. 10 or 1a.....	3
Psych. 12 or Social Science 35.....	3
Psych. 11a—Nursery School Principles & Practices.....	3
Psych. 11b—Early Childhood Education Curriculum.....	3
Psych. 5—Child Development.....	3
Music/Art 44—Fine Arts for Preschool Children.....	3
Cooperative Education.....	1-4
	19-22

**A.A. DEGREE AND TRANSFER PROGRAM**

All courses listed in the certificate program core curriculum Plus the following:.....	19-22
American Institutions (choice of five subjects).....	3
Calif. State & Local Govt. (choice of five subjects).....	2-3
English 50a or 1a (by eligibility).....	3-4
Humanities (Soc. Sci. 33 or 34 recommended).....	3
Science or Math (see requirements in catalog of school of possible transfer).....	3-7
Speech-Comm 10 or Speech-Comm. 1a.....	3
Physical Education (see catalog for exemptions).....	2
First Aid (if not taken in high school or do not have First Aid Certificate).....	(1)
Electives.....	10-19
Minimum	60

For transfer to state colleges with an A.A. degree, students are advised to see the "science requirements" in catalog of their chosen school.

**Recommended Electives**

Biology/Home Econ. 9  
 Children's Literature  
 Anthropology 2  
 Sociology 1  
 Sociology 3  
 Nature Study course

**Nursing**

See "Medical Sciences."

**Nutrition**

See "Home Economics."

**Occupational Therapy/Pre-Optometry  
Paleontology/Parasitology/Pharmacy**

See "Medical Sciences."

**Physical Education****Transfer Program**

	Units
1. Complete requirements for general education	40
2. Complete requirements for the major	19-23
Biology 1 (4)	
Anatomy 1 (4)	
Physiology 1 (5)	
PE 20 (2)	
PE Competencies 25, 26, or 27 (8)	
3. Other requirements: Students should refer to the catalog of the transferring institution for specific requirements for the major. This may include: English 1b, Speech-Comm. 1a, Statistics 1, Sociology 1, Chemistry 1a, Anthropology 2, Recreation 40, Psychology 1a and others.	

**Physical Sciences (Chemistry, Physics)****Transfer Program**

*Recommended High School Preparation: Four years of high school level Mathematics, Chemistry, Physics, and two or more years of a foreign language (German, French or Russian).*

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

	Units
English 1a, English 1b or Speech-Comm. 1a.....	6
Social Science	
American Institutions.....	4-8
Psych. 1a and Electives.....	3-5
Humanities	
Literature, Philosophy.....	3-6
Art, Music, Drama, Literature, Philosophy.....	3
Health Education.....	2
German (continued from high school).....	4-8
Physical Education.....	2
Major Requirements	27-40

May also include:

Chemistry 1a, 1b, 5, 12a  
 Math. 30, 31, 32, 34  
 Physics 4a, 4b, 4c  
 Electives



**Physical Therapy**

See "Medical Sciences."

**Physics**

See "Physical Sciences."

**Probation**

See "Administration of Justice."

**Psychology**

See "Social Service" and "Mental Health Assistant."

**Radiologic Technology**

(X-Ray Technology)

**Associate in Arts Degree  
with a Major in Radiological Technology**

Completion of the program enables the student to write the examination given by the American Registry of Radiological Technologists and become verified as a registered technologist. Basic science and General Education courses are given on the Cañada campus, with the clinical courses taught at one or more of the affiliating hospitals. Job opportunities exist in physicians' offices, hospitals, and clinics.

*Prerequisites: High school graduation or equivalent, completion of a course in algebra within two years and a written and oral examination. Biology is recommended. A grade of "C" or better is necessary for progression in the sequence.*

In addition to the College admission application, all students enrolling in the Radiologic Technology program must complete a separate application available from the Life Science Division office. Applications for new or continuing students are available each January for the following fall semester.

Freshman Year	Units	
	F	S
Anatomy 62a-b-X-Ray .....	3	3
Physics 62-X-Ray .....	4	—
Psychology 1a, 5 .....	3	3
Social Science 1, 2 .....	3	3
English 1a .....	3	—
Health Education .....	—	2
Nursing 62-X-Ray .....	—	3
Radiological Tech. 1-Introduction .....	—	2
Physical Education .....	1	1
	17	17

**Sophomore Year**

Sophomore Year	Units	
	F	S
Radiological Tech. 3, 4-Inter. & Adv. ....	6	6

Speech-Comm. 1a .....	3	—
Humanity Elective .....	—	3
Physical Education .....	1	1
	10	10

**Summer Session (9 weeks)**Radiological Tech. 2-Basic .....

6

**Second Summer Session (12 Weeks)**

Radiological Tech. 5a-Internship .....

6

**Fall Semester—Third Year (24 Weeks)**

Radiological Tech. 5b-Internship .....

6

**Recreation Education**

**Transfer Program**

Units

1. Complete requirements for general education .. 40
2. Complete requirements for the major .....

Recreation 40 (2)	
Recreation 41 (3)	
Recreation 42 (2)	
Psychology 1a, 1b (6) or Sociology 1, 2 (6)	
Anthropology 2 (3)	

3. Other requirements: Students should refer to the catalog of the transferring institution for specific requirements for the major. This may include: PE 20, Music 6, Art 10, Environment 2 and 3, and others.

**Rehabilitation**

This program is in the process of development. For details contact the Social Science Division.

**Religions Studies**

An interdisciplinary Religions Studies major is currently being offered. Courses now existing under this major are:

- English 34—Religion in Literature (3)
- History 13—The Bible as History (3)
- History 14—Religion in America (3)
- Philosophy 6, Option "A" —Introduction to Philosophy with special emphasis on religion (3)
- Philosophy 23—Introduction to Ethics (3)
- Philosophy 24—Introduction to Religion: Religions of the World (3)
- Philosophy 25—Western Religious Philosophy (3)
- Philosophy 35—Asian Philosophy (3)
- A Fine Arts course, Religion in the Arts, is also under consideration.

**Sociology 15- Religion + Society  
Research and Development Assistant**

The program in Research and Development is designed to train personnel who can assist in research investigation, development, evaluation and communication of results, applying innovative information gathering techniques to the changing community needs.

Skilled R & D technicians can apply their knowledge of data analysis, summary, evaluation and



communication to provide day-by-day or week-by-week decision-making information for the purpose of improving operations of business, industry and public agencies. R & D courses have general educational value to students in most major fields.

The program in Research and Development Assistant was developed with the assistance of the Far West Consortium, a group of public and private research and development agencies in the Bay Area which has cooperated to help produce the program at Cañada College.

A basic part of the Research and Development Assistant program is the opportunity for the student to participate in Cooperative Education at selected community agencies. Together, the student, his counselor and his prospective employer will set up a plan of work for which he will receive college credit and be paid.

There are no prerequisites for any of the courses in the Research and Development Assistant program. For evening classes, registration takes place at the first meeting of the class. For day courses, students follow regular college admission procedures. There are no admission examinations. For further information about the A.A. degree and certificate programs contact Cañada College Registration Office and obtain the free brochure on the Research and Development Assistant program.



## Social Service

### Associate in Arts Degree with Major in Social Service Community Worker

Cañada College, with the cooperation of numerous local, county, state, federal and private social service organizations, offers a two-year training program that will: (1) assist students in exploring the many social services, the entry level requirements and the opportunities for placement; (2) assist students in deciding whether or not they have the aptitude, interest and personality appropriate for one of these social services; (3) provide classroom and field education designed to prepare students for paraprofessional positions, meet the requirements of the A.A. degree and at the same time complete lower-division requirements for those who may go on to four-year institutions.

#### Freshman Year

	Units	
	F	S
Soc. Sci. 10—Interaction & Communication	3	—
Soc. Sci. 36—Life Cycles	3	—
Soc. Sci. 40—Introduction to Social Service	3	—
Soc. Sci. 41—Community Worker	—	2
Soc. Sci. 47—Cooperative Education	—	1
Bus. 35—Personal Money Management	—	3
English by eligibility	3	—
Speech 1a is recommended	—	3
Electives (See recommended lists below)	2	6
P.E.	1	1
	15	16

#### Sophomore Year

	Units	
	F	S
Psych. 1a—General Psychology	3	—
Soc. Sci. 38—Community Relations	3	—
Soc. 2—Social Problems	3	—
Ethnic Studies (student choice)	—	3
American Institutions (Strongly recommend Soc. Sci. 1 & 2)	3	3
Life or Physical Science	3	—
Psychology (student choice)	—	3
Electives (See recommended lists below)	—	6
	15	15

#### Required Core Curriculum

	Units
Soc. Sci. 10—Interaction & Communication	3
Soc. Sci. 36—Life Cycles	3
Soc. Sci. 38—Community Relations	3
Soc. Sci. 40—Introduction to Social Service	3
Soc. Sci. 41—Community Worker	2
Soc. Sci. 47—Cooperative Education	1-4
Bus. 35—Personal Money Management	3
Ethnic Studies course	3
Psych. 1a—General Psychology	3
Soc. 2—Social Problems	3



**Strongly Recommended Electives**

Psych. 33—Psychology of Adjustment  
 Psych. 45—Group Interaction  
 Psych. 46—Introduction to Counseling  
 Guid. 3—Occupational Planning  
 Guid. 4—Special Interest Discussion Groups  
 Ethnic Studies, such as Social Science 30, 33, 34, etc.

**Other Recommended Electives**

Psych. 4—Marriage  
 Psych. 6—Social  
 Psych. 44—Drugs: Effects on Individ. & Society  
 Pol. Sci. 23 or 24  
 Soc. Sci. 6—Consumer  
 Soc. 1—Introduction  
 Spanish  
 Typing

**Social Work**

See "Social Services."

**Special Education Assistant**

"Special Education" is one of the two areas in education where there is a national shortage of teachers. (The other is vocational education.) Cañada College has begun a program designed to enable students to major in this area (certificate for Special Education Assistant) and/or complete a more traditional major for transfer to the four-year institution. The program in Special Education includes preparation for those interested in work in schools or community service agencies with handicapped children and adults. Resources in education, psychology, counseling and guidance, and other related fields are utilized.

**CERTIFICATE PROGRAM****Core Curriculum**

	Units
Psych. 1a or 10.....	3
Psych. 5—Child Development.....	3
Psych. 11b—Early Childhood Education Curriculum.....	3
Psych. 12—Child, Family and Community.....	3
Psych. 21—Introduction to the Exceptional Child.....	3
Psych. 22—Introduction to the Mentally Retarded.....	3
Psych. 46—Introduction to Counseling.....	3
Psych. 47—Cooperative Education.....	1-4
	22-25

**Suggested Electives**

	Units
Psych. 33—Psychology of Adjustment.....	3
Soc. Sci. 40—Introduction to Social Service.....	3
Soc. Sci. 10—Interaction/Communication for the Paraprofessional.....	3
Psych. 45—Principles of Group Interaction.....	3
Biol./H. Ec. 9—Nutrition.....	3
Soc. Sci. 49—Individual Projects.....	1-2

In addition to the above required core curriculum, students desiring an A.A. degree in a more traditional major or transferring to a four-year institution must fulfill the general education requirements specified by the college.

**Teacher Assistant**

This program is designed to equip students to assume the role of teacher assistants in the public schools. The program includes a balance of course work at the college as well as college-supervised experience under the Cooperative Education program. The student is prepared to serve as a paraprofessional member of the teaching team. The teacher assistant works under the direction of a professional teacher in performing a wide variety of tasks in the classroom. The program provides the opportunity to work toward the completion of either the Cañada certificate program or the Associate in Arts degree. Upon completion of the Associate in Arts degree program, units earned are transferable to a four-year college.

**CERTIFICATE PROGRAM****Core Curriculum**

	Units
Educ. 1—Introduction to Education.....	3
Educ. 2—The Teacher Assistant.....	2
Educ. 3—Reading in the Public Schools (This requirement may be fulfilled by enrolling in Reading Lab 67 (1 unit) and simultaneously enrolling in Education 49 (2 units). This provides the student with first hand reading lab experience and also an opportunity to work as an assistant to reading lab instructor.).....	3
Educ. 47—Cooperative Education.....	1-4
Typing—Business 92a, 92b, or 92r, or proof of typing competency.....	3
Speech 10 or 1a—Speech (by advice of counselor).....	3
Psych. 1a, 10 or 33—Psychology (by advice of counselor).....	3
Elective.....	3
	21-24

**A.A. DEGREE PROGRAM**

	Units
All courses listed in Core Curriculum.....	21-24
Plus the following:	
American Institutions (choice of five subjects).....	3
Anth. 2—Cultural Anthropology.....	3
Art 44—Fine Arts for Children.....	3
Calif. State & Local Government (choice of five subjects).....	2-3
Choice of Biology 1, Environment 1, Nature Study, or one of three Health Educ. courses.....	3-4
English—Children's Literature.....	3
English 50a or 1a (by eligibility).....	3-4
First Aid (if not taken in high school or do not have First Aid Certificate).....	(1)
Psych. 5—Child Development.....	3



Soc. 1—Introduction to Sociology	3
or Sociology 2—Social Problems.....	2
Physical Education (see catalog for exemptions)...	8-10
Electives.....	8-10

Minimum 60

For transfer to state colleges with an A.A. degree, students see "science requirements" in catalog of their chosen school. Also students planning to attend any other university or college must check the catalog from that school for specific course requirements.

### Teacher Preparation

As of September, 1974, the Ryan Act, which will affect teacher credentials, will go into effect. Because this new credentials law has not been completely implemented by the state colleges, a student entering the

field of education should check with his counselor or Mr. J. Marchi at Cañada College and the current catalog of the college he is planning to attend.

### Urban Planning and Development

A vocational program in this field is being developed. For information contact the Social Sciences Division.

### Urban Studies

Courses relating to this major are in the process of development.

### Pre-Veterinary Medicine

See "Medical Sciences."





# Announcement of Courses

All courses and curricula listed in this catalog will not necessarily be offered during 1973-74. Courses are offered at the discretion of the College in accord with its determinations of educational needs and available resources. Courses may be added, cancelled or combined when circumstances warrant.

The credit value of each course in semester units is indicated by a numeral in parentheses following the title. A semester unit of credit is based upon one hour of the student's time at the College per week in lecture or recitation throughout one semester, together with the time necessary in preparation thereof, or a longer time in laboratory or other exercises not requiring outside preparation.

Generally, in the following course descriptions, both semesters of a year's course are listed together if the first semester course is a prerequisite to the second semester course.

The following courses have been approved for all instructional departments:

"47" Courses—COOPERATIVE EDUCATION (1-4)

"48" Courses—SPECIAL TOPICS (1-3)

"49" Courses—INDIVIDUAL PROJECTS (1-2)

Evening College courses are described in a separate Evening College catalog-schedule. Many regular day college courses are also offered in the Evening College.

Specific information concerning class hours will be found in the Schedule of Classes for the semester.

Because the transfer of credits to other colleges and universities is so important to students, it is important that they carefully check the catalog of the school to which they want to transfer. For transfer to a state university or college see General Education sheet listed in the California State Universities and Colleges section of this catalog. A student planning to transfer to a campus of the University of California should refer to the University of California section of this catalog to insure that his courses have been accepted by UC.

## Coordinated Instructional Systems

A Coordinated Instructional System Program, also called Individualized Self-Paced Instruction, is a learning approach emphasizing the student's maturity, initiative and responsibility for his or her own learning. It utilizes various audio, video and audio-visual

devices, which may include prepared materials on slides, tapes, printed matter, TV, computer, etc., as well as individual consultations with the instructor. Some regular class meetings may be required. In Coordinated Instructional courses, students determine their own schedule of study, testing dates, level of mastery and need for teacher assistance.

## Administration of Justice

### 1 INTRODUCTION TO ~~LAW ENFORCEMENT~~ <sup>The Justice System</sup>

(3). Orientation to the Administration of Justice program as well as law enforcement as a profession and means of livelihood. Includes history and philosophy of law enforcement on the local, state and national levels. Employment opportunities and general requirements of various law enforcement agencies. Problems facing law enforcement and the over-all crime picture in the United States. Included are aspects of racism in the administration of justice, police and minority groups, police discretionary decision-making and the double standard of justice: why it must go. 3 lecture hours per week.

### 2 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (3). Prerequisite: Administration of Justice 1.

In-depth study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, corrections. Past, present and future exposure to each subsystem procedure from initial entry to final disposition and the relationship each segment maintains with its system members. 3 lecture hours per week.

### 3 CONCEPTS OF CRIMINAL LAW (3). Also Social Science 3. Prerequisite: Administration of Justice 1, Social Science 40, or consent of instructor.

Reason for criminal laws, their source and function in our society. Structure, definitions and most frequently used sections of the California Penal Code. Classification of crimes, nature of crimes, intent involved in the commission of an offense, attempts, conspiracy and criminal responsibility. 3 lecture hours per week.

### 4 LEGAL ASPECTS OF CRIMINAL EVIDENCE

(3). Prerequisites: Administration of Justice 1 and 3, or concurrent registration in Administration of Justice 3.



Definition of evidence from the California point of view, a brief overview of the federal point of view concerning evidence. Admissibility of evidence in criminal court cases, materiality and competency of evidence. Distinction between admissions and confessions, the exceptions to the hearsay rule, types of evidence. 3 lecture hours per week.

**7a CRIMINAL INVESTIGATION (3).** *Prerequisites: Administration of Justice 1, 3 or 4, or consent of instructor.* Rudiments of criminal investigation; crime scene search; collection, preservation and identification of physical evidence; scientific aids; sources of information; interrogation of victims, witnesses and suspects; cooperation with related agencies; case preparation and follow-up work. 3 lecture hours per week.

**7b CRIMINAL INVESTIGATION (3).** *Prerequisites: Administration of Justice 1, 3 or 4, or consent of instructor.* Advanced study of criminal investigation; crime scene search; collection, preservation and identification of physical evidence; scientific aids; photography; sources of information; interrogation of victims, witnesses and suspects; cooperation with related agencies; case preparation and follow-up work. 3 lecture hours per week.

**12 TRAFFIC CONTROL (3).** *Prerequisite: Administration of Justice 1, or concurrent registration in same.* Laws relating to the registration of a vehicle; drivers' license laws; Vehical Code sections most often encountered and violated; regulation and traffic control; traffic accident investigation; traffic accident report forms, types and uses. 3 lecture hours per week.

**17 POLICE ORGANIZATION AND ADMINISTRATION (2).** *Prerequisite: Sophomore standing; Administration of Justice major.* Various functions of the police organization. Chain of command, span of control, functional supervision, unity of command and purpose of the police organization. 2 lecture hours per week.

**18 CORRECTIONAL SYSTEMS: CONTEMPORARY TREATMENT OF CRIME AND DELINQUENCY (3).** Legal, philosophical, sociological and psychological aspects of probation and parole with emphasis on the practical application of this knowledge by the practitioner. 3 lecture hours per week.

**19 PATROL PROCEDURES AND REPORT WRITING (3).** *Prerequisite: Administration of Justice*

*1 or concurrent registration in same.* Methods, techniques and responsibilities of the patrol unit. Beat patrol and observation, police hazards and how to handle them. Includes methods of writing police reports, what material is important, what purpose the different reports will fill. Various types of files and their uses. 3 lecture hours per week.

**21 POLICE REPORT WRITING (2).** *Prerequisite: Administration of Justice 3.* History of records and reports pertaining to police. Various types of files and their uses; the value of the file system as used in the Police Department of the state; the method of writing police reports, what material is important; what purpose the different reports will fill. 2 lecture hours per week.

**30 INTRODUCTION TO INDUSTRIAL & RETAIL SECURITY (3).** Historical, philosophical and legal bases of security. Role of security and the security individual in modern society; the concept of professionalism in security; a survey of the administrative, personnel and physical aspects of the security field. 3 lecture hours per week.

**32 SECURITY ADMINISTRATION (3).** Organization, administration and management of security functions of mercantile establishments; special laws and procedures; policy and decision making; personnel and budgeting; programs in business, industry and government, including retailing, transportation, and public and private institutions; private guard and alarm services. 3 lecture hours per week.

**35 CURRENT SECURITY PROBLEMS (3).** Analysis of special problem areas such as security education and training, community relations, white-collar crime, drug abuse, theft control, shoplifting, document control, subversion and sabotage, protection of classified information, control of proprietary information and business espionage, labor problems, civil disturbances, and natural and man-made disasters. 3 lecture hours per week.

**38 COMMUNITY RELATIONS OF PUBLIC AGENCIES (3).** *Also Social Science 38.* Role of public agencies in contemporary society with particular emphasis on minority group relations. Examination of the society and the agencies that perform the police and service functions. 3 lecture hours per week.

**42 HISTORY & PRACTICE OF ADOLESCENT PLACEMENT (3).** *Also Social Science 42.* Explores the variety of systems in the juvenile court system,



ranging from maximum security to the professional foster home. Survey of placement considerations and procedures. Emphasis on growth and implications of the treatment modal. 3 lecture hours per week.

**44 DRUGS: EFFECTS ON INDIVIDUALS AND SOCIETY (3).** *Also Psychology 44. Prerequisite: Psychology 1a.* Introduction to the effects of various categories of drugs. Exploration of the anatomical and physiological basis of drug action. Designed to enable identification of symptoms and side effects of drug use or abuse. Emphasis upon various modes of treatment and rehabilitation. 3 lecture hours per week.

**46 INTRODUCTION TO COUNSELING (3).** *Also Psychology 46. Prerequisite: Permission of instructor.* Introduction to the various theoretical views of counseling and exposure to the general principles of interviewing. Major objectives are to provide an opportunity for development of skills in establishing rapport, setting counseling goals, recognizing strengths in individuals, recognizing self-limitations and methods for making referrals and terminating counseling relationships. 3 lecture hours per week.

**47 INTERNSHIP COOPERATIVE EDUCATION (2).** *Prerequisites: Sophomore standing; Administration of Justice major and consent of instructor.* 6 hours per week—one hour classroom and 5 hours to be arranged.

**100 POLICE MANAGEMENT (3).** *Evening College.*

## Anatomy

**1 ANATOMY (4).** *Prerequisite: Biology 1 or high school Biology with grade B or better.* Structure of the human body as demonstrated through laboratory study and dissection of the human and higher mammals. Intended for students in nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, pre-medical and pre-veterinarian students. 3 lecture hours and one 3-hour lab period per week.

**51 BODY STRUCTURE AND FUNCTION (2).** Normal body structure and function of the following systems: skeletal, muscular, circulatory, digestive, endocrine, respiratory and nervous. The special senses are also covered. 2 lecture hours per week.

**62a-62b ANATOMY FOR X-RAY TECHNOLOGISTS (3-3).** *Prerequisite for 62a-Concurrent registration in the X-Ray Technology program; prerequisite for 62b-Anatomy 62a.* Survey of the anatomy and physiology of the human organism with

emphasis directed toward recognition of tissue by radiographs. Laboratory aids would include human cadaver, preserved cat and radiographs. Physiological aspects centered through the use of live material. 2 lecture hours and 3 lab hours per week.

## Anthropology

**1 PHYSICAL ANTHROPOLOGY (3).** Relationship of Homo sapiens to lower animals, evidence of man's evolution, genetics, human racial stocks and man's early prehistory. 3 lecture hours per week.

**2 CULTURAL ANTHROPOLOGY (3).** Study of culture as the man-made environment of particular societies: pre-historic, historic and contemporary. Cross-cultural comparisons of child-training, personality, kinship and family, economy, politics, religion and relationships between these in specific societies and sub-cultures, including contemporary ethnic groups in the United States. 3 lecture hours per week.

**3 PRE-HISTORY (3).** Man's evolution during the period before written records. Pre-history bridges the gap between the natural history of man and the period of the first written records. 3 lecture hours per week.

**4 ARCHAEOLOGY FIELDWORK (3).** *Prerequisite: Anthropology 1 or 2 or 36 or consent of instructor.* Techniques and methods of archaeological excavation. Archaeological theory and interpretation of data. Presentation of data in standard archaeological form. Preservation and care of artifacts. 2 lecture hours and 3 lab hours per week.

**36 INDIANS OF NORTH AMERICA (3).** In-depth look at some of the life-ways of distinct North American Indian cultures found in different geographical areas of North America. Stress in area of cross-cultural comparisons of cultural and social phenomena which includes religious and world view systems, subsistence systems and political systems. Each of these cultures lived in vastly different ecological areas, which, when examined carefully, shows the adaptation processes the cultures made to the different environments. 3 lecture hours per week.

**37 PRE-COLUMBIAN PEOPLES AND CULTURES OF MEXICO AND CENTRAL AMERICA (3).** Study of Middle American civilization as it has developed through many different peoples whose dramas often overlapped. They included the Olmecs, Zapotecs, Mixtecs, Mayas, Toltecs and Aztecs. Emphasis on the contributions of these peoples and



cultures in the development of Middle America. 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Anthropology and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

## Art

For Art majors, see program outlined in "Suggested Curricula." While intended primarily for regular students taking the semi-professional or pre-major curriculum in Art, the courses marked with an (x) are especially recommended for any member of the community interested in adult education and effective use of leisure time.

**1a (x) HISTORY OF ART (3).** Survey of prehistoric ancient, classic, early Christian and medieval art. 3 lecture hours per week.

**1b (x) HISTORY OF ART (3).** Survey of art from the late Middle Ages through the 19th Century, with emphasis on the development of painting. 3 lecture hours per week.

**1c (x) ART OF OUR TIMES (3).** Survey of architecture, painting and sculpture of the 20th Century. 3 lecture hours per week.

**2a (x) FORM AND COMPOSITION (SURFACES I) (3).** *Prerequisite: Concurrent enrollment in Art 99 (Studio Hours).* Fundamentals of perceptual (subject matter) and conceptual (idea) composition, emphasizing line, shape, mass, value, space organization and texture. An introductory course for painting and drawing. Approximate cost of materials: \$20. 3 lecture hours per week.

**2b FORM AND COMPOSITION (SURFACES II) (3).** *Prerequisite: Art 2a and concurrent enrollment in Art 99 (Studio Hours).* Advanced course in composition. Problems concerned with four major aesthetic points of departure: (1) color-field composition, (2) mono-field composition, (3) classical abstraction, (4) figurative composition. Approximate cost of materials: \$30. 3 lecture hours per week.

**3 COLOR (3).** Consideration of color theory and practice. Relationship of color and form as applied to contemporary painting and design. Approximate cost of materials: \$25. 3 lecture hours per week.

**4 PERSPECTIVES (2).** Development of skills in freehand perspective applied to Fine Art and Commercial Art Areas. Problems will involve one and two-point perspective, and reverse and creative perspective. Not offered as a substitute for mechanical or architectural drafting. Approximate cost of materials: \$15. 2 lecture hours per week.

**5a DESIGN (3).** Study of spatial organization through color, line, shape and mass with emphasis on the conceptual process of composing designs on two-dimensional surfaces. Course is related to practical application of design. Approximate cost of materials: \$25. 3 lecture hours per week.

**5b DESIGN (Three-Dimensional) (3).** *Prerequisite: Concurrent enrollment in Art 99 (Studio Hours).* Study of forms, space and mass in three dimensions with emphasis on composition. Course is related to a practical application of sculpture, jewelry making, ceramics, commercial art and industrial design. Approximate cost of materials: \$25. 3 lecture hours per week.

**6a-6b (x) PAINTING (3-3).** *Prerequisite: None; recommended Art 2a-b. Concurrent enrollment in Art 99 (Studio Hours).* Development of perceptual awareness of the optical effects of the painted surface. Acrylics, oil paint and other media are used to encourage individualized expression. Study of contemporary painting forms. (May be repeated for credit). Approximate cost of materials: \$25. 3 lecture hours per week.

**7a-7b (x) WATER COLOR (3-3).** *Prerequisite: For 7a—Art 2a; prerequisite for 7b—Art 7a.* Exploration and application of water color media, emphasizing the experimental and interpretative. May be repeated for credit. Approximate cost of materials: \$25. 3 lecture hours per week.

**10 (x) INTRODUCTION TO RELATED ARTS (3)** *(Also Music 10).* Study of the basic elements of visual arts, music and theatre. Investigation of motivations, functions and inter-relationships of the arts. 3 lecture hours per week.

**12 LETTERING (2).** Development of proficiency in freehand lettering with pen and brush. Imaginative interpretations of lettering styles. Approximate cost of materials: \$15. 2 lecture hours per week.

**13a (x) DRAWING I (3).** Fundamental course in drawing. Emphasis on perception development, through specific drawing exercises to develop an or-



derly approach, a disciplined perception and an increased attention span. Dry media, pencil, charcoal and Conte crayon. Approximate cost of materials: \$15. 3 lecture hours per week.

**13b (x) DRAWING II (3).** *Prerequisite: Art 13a.* Continued development of visual perception and technique, emphasizing direct response to visual stimuli and personal interpretation of subject matter. Mixed media. Approximate cost of materials: \$15. 3 lecture hours per week.

**15 LIFE DRAWING (2).** *Prerequisite: Art 13a-b.* Study of the gesture, contour, surfaces and aspects of anatomy of the human figure. Psycho-aesthetic factors, personal interpretation and symbolic transformation of the figure. Diverse media. May be repeated for credit. Approximate cost of materials: \$15. 1½ lecture hours per week. 1½ hours per week of drawing laboratory.

**17a (x) PRINTMAKING I (2).** *Prerequisites: Art 2a, Art 13a.* Introduction to printmaking involving processes of relief printing (woodcut, collagraphy) and intaglio etching. Approximate cost of materials: \$25. 1½ lecture hours per week plus 1½ laboratory hours per week.

**17b (x) PRINTMAKING II (2).** *Prerequisite: Art 17a.* Advanced course in etching. Concentrated study of various intaglio processes such as drypoint, engraving, aquatint and lift grounds. Approximate cost of materials: \$25. 1½ lecture hours per week plus 1½ laboratory hours per week.

**22a-22b (x) SCULPTURE (3-3).** *Prerequisite for 22a-Art 5a (not in Evening College); prerequisite for 22b-Art 22a. Concurrent enrollment in Art 99 (Studio Hours) for both 22a and 22b.* Basic course in figurative and non-objective structural forms using plastic, fiberglass, metal and other media. May be repeated for credit. Approximate cost of materials: \$30. 3 lecture hours per week.

**44 FINE ARTS FOR CHILDREN (3).** *Also Music 44. (Evening College).*

**45 INTERCULTURAL ART WORKSHOP (3).** Combination of lectures and slides with individual creative work in painting, sculpture and architecture covering styles and contributions of Mexican, African and Oriental cultures. Individual creative work in those styles will be followed by personal expression of each student's own heritage. 3 lecture hours per week.

**56 LANDSCAPE AND PORTRAITURE (3).** *(Evening College).*

**73 PHOTOGRAPHY (2).** *(Evening College).*

**99 STUDIO HOURS (0).** Supervised studio hours in connection with Art 2a, 2b, 5a, 5b, 6a, 6b, 22a, 22b. Hours by arrangement.

## Astronomy

**10 INTRODUCTION TO ASTRONOMY (3).** Survey of modern astronomy, including the study of the planets, stars and galaxies. Emphasis on the place of man in the universe and the possibilities of life on other worlds. Quasars, pulsars, black holes, the space program, and the beginning and end of the universe will also be discussed. Accepted for general education for most colleges and universities. 3 lecture hours per week.

**17 PLANETS AND LIFE (3).** *Prerequisite: Astronomy 10 or equivalent or permission of the instructor.* Study of the solar system with a view toward discovering the conditions necessary for life to form and assessing the chances that life has formed elsewhere in the universe. Various means for detecting extra-terrestrial life will be discussed. Extensive use will be made of the results from U.S. and Soviet space programs. 3 lecture hours per week.

## Bacteriology

**1 GENERAL BACTERIOLOGY (5).** *Prerequisite: One semester of college chemistry and one laboratory course in college biological sciences. Not open to first semester freshmen.* History, morphology and physiology of micro-organisms with bacteria, the disease process and human interests. Laboratory exercises include media making, isolation and identification of bacteria, and some of the standard methods employed in water and milk analysis. 3 lecture hours and 6 lab hours per week.

**10 MICROBES AND MAN (3).** *Not open to students with previous credit in the Biological Sciences.* Characteristics of the major groups of microbes, their destruction, transmission of diseases, typical soil microbes, biology of spoliage, food preservation and sewage treatment. 3 lecture hours per week.

## Biology

**1 PRINCIPLES OF BIOLOGY (4).** Biological principles including cellular organization, heredity,



molecular components, evolution, reproduction, differentiation, and ecology. 3 lecture hours and one 3 hour lab period per week.

**2 GENETICS (3).** *Prerequisite: One course in the Biological Sciences or consent of instructor.* Introduction to the principles of heredity in plants and animals with specific reference to human inheritance and bio-chemical genetics, evolutionary heredity and genetic engineering. 3 lecture hours per week.

**9 NUTRITION (3).** *Also Home Economics 9.* Basic concepts of nutrition and their relationship to health of people of all ages with application to family meal planning and the food budget. 3 lecture hours per week.

**10 INTRODUCTION TO THE LIFE SCIENCES (3).** *Open to all students except those who are currently enrolled in or have completed a college course in the Biological Sciences. Complementary to Physical Science 10.* Study of the nature of the physical and chemical aspects of life, the concepts of cellular biology, life as it exists on earth today, plant and animal interrelationships and interdependencies, and man's role in the world of living things. 3 lecture hours per week.

**15 ESSENTIALS OF NUTRITION (3).** *Also Home Ec. 15. Prerequisite: College course in chemistry.* Basic principles of nutrition. Utilization of food by the body, with emphasis on the role of nutrients in development and maintenance of body processes, including a personal nutritional evaluation. 2 lecture hours and one 3 hour lab per week.

**18 NUTRITION IN HEALTH AND DISEASE (3)** *Also Home Ec. 18. Prerequisite: Biology 9 or Home Economics 9.* Nutritional aspects of special medical problems including mental illness, obesity, alcoholic malnutrition, pregnancy, dental caries, childhood nutrition; biochemical relationships of metabolism, chemical additives in food and production techniques; overview of eating patterns and cooking techniques worldwide, history of food fads, nutritional advertising and misrepresentation. 3 lecture hours per week.

**40 NATURE STUDY (3).** *Prerequisite: Sophomore standing (24 units) with one course in the Biological Sciences or consent of the instructor.* Lecture, laboratory and field study of selected, common organisms, both plant and animal; natural history and distribution of Bay Area organisms. 1 hour of lecture and two 3 hour lab periods per week, with frequent field trips.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisite: Open only to students who have completed, or are currently enrolled in one of the following: Zoology 1, Biology 1, or Botany 1. Permission of the advising instructor is required.* A problem is chosen by the student in order to lay a foundation for future research in one of the fields of Biological Science. The problem is developed into a regular scientific report. Hours by arrangement.

## Botany

**1 GENERAL BOTANY (5).** *Prerequisite: Biology 1 with a grade of C or better, or high school Biology with a grade of B or better.* Principles of Biology as illustrated by plants with emphasis on structure, physiology and reproduction in green plants. 3 lecture hours and 6 hours of lab per week.

**4 TAXONOMY OF VASCULAR PLANTS (3).** *Prerequisite: Botany 1, or permission of the instructor.* Survey of the classification of the vascular plants; laboratory and field work with collection and identification practice; Taxonomy of the groups of vascular plants. 2 lecture hours and 3 hours of lab per week.

**10 PLANTS AND MAN (3).** Introduction to plant science including cells, plant groups propagation, distribution, succession structure and function. 2 lecture hours and 3 lab hours per week.

## Business

Business courses, with the exception of Business 50, are accepted by the state colleges as elective credit in Business; however, they are principally designed to prepare the student for employment.

**Major requirements:** Students graduating with a major in the field of Business must meet the following subject requirements:

Business 50 or 51, or a satisfactory score on a Business Mathematics competency exam.

Business 10—Introduction to Business.

**10 INTRODUCTION TO BUSINESS (3).** *Credit/no credit. (Required of all students majoring in two-year Business programs.)* Introductory survey of the nature, organization and structure of the American private-enterprise system. Designed to allow student examination of many activities performed in the business community. Instruction includes lectures, discussions, guest speakers and field trips. An aid to selecting a field of vocational specialization. 3 hours per week.



**11 CONTEMPORARY BUSINESS ECONOMIC ISSUES (3).** Introduction to the contemporary American economy from the points of view of both the businessman and consumer. Sixteen different, often related current issues economically and politically affecting business and society will be given balanced presentations through lectures, films, readings and guest speakers. 3 hours per week.

**12 INTRODUCTION TO DATA PROCESSING (3).** Introduction to data processing with emphasis on use of the digital computer. Flow charting and programming using BASIC are stressed. Students are required to run several programs on the campus terminal, which is attached to the Stanford 360/67 computer. Retrieval of stored programs and data is also required. 3 lecture hours per week.

**35 PERSONAL MONEY MANAGEMENT (3).** Develops understanding and skill in dealing with family and personal finance problems. Topics include financial planning, consumer purchasing, borrowing money, savings institutions, insurance, introduction to investments, estate planning, real estate and taxes. Provides a project for investment of your financial assets. 3 hours per week.

**36 CONSUMER CREDIT MANAGEMENT (3).** *Fall semester.* Economic and social concepts of credit. Management and analysis of consumer credit from viewpoint of the creditor. Investigation of retail and cash loan credit. Government regulation. Collection policy and practice. Current happenings in the industry presented through appearance of guest speakers. 3 hours per week.

**37 CREDIT MANAGEMENT (3).** *Alternate Spring semester.* *Prerequisite—Any one of the following: Business 36, Business 10, Business 11, or Economics 1a.* Familiarization with various credit instruments. Investigation into the business use of commercial credit including criteria and method of granting credit. Commercial credit collection policies and practices. Financial analysis of debtor businesses. Current happenings in the field presented by guest speakers. 3 hours per week.

**38 PRINCIPLES OF BANK OPERATIONS (3).** Description of the fundamentals of bank functions. A study of bookkeeping operations involving the day-to-day banking activities; various bank services such as loans, savings, trusts, legal considerations; the Federal Reserve System and related government controls. 3 hours per week.

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit. Prerequisites: Completion of or enrollment in Business 10, or concurrent enrollment in another Business course, or approval of instructor; and employment in business 5-20 hours per week.* Activities include supervised work experience, group discussion based on individual and group job problems, and selected field trips. 6 class sessions (including field trips). First meeting during second week of semester.

**50 BUSINESS ARITHMETIC (3).** *Prerequisite: For students with a percentile below 35 on the quantitative part of SCAT entrance examination. (SCAT test is given during second class session.)* Objectives are to: (1) improve arithmetic skills in basic addition, subtraction, multiplication and division, as well as teach some helpful shortcuts and aliquot parts, (2) brush up on common and decimal fractions, and (3) apply these skills to bank statements, cash and trade discounts, income tax and other business problems. 3 hours per week.

**51 BUSINESS MATHEMATICS (3).** *Prerequisite: Percentile rating of 35 or over on the quantitative part of the SCAT test, or completion of Business 50 with a grade of C or better. Placement in Business 50 or 51 is on the basis of the score on inventory test given during the first or second class session.* Finding required quantity by use of fractional equivalents, aliquot parts, equations and formulas, ratio and proportion, formulas in percentage, simple interest, bank discount, present value, periodic payments and depreciation. 3 hours per week.

**56 BUSINESS COMMUNICATIONS (3).** *Spring semester. Prerequisites: Business 92a and completion of or enrollment in Business English or completion of English 50a-50b. (Students must either type or have their work typed for them.)* As the ability to create (not just type) letters is needed in order to advance in most fields, this course zeroes in on composing clear and concise letters and reports. How to achieve readability, build interest and use persuasive techniques are demonstrated and practiced. Dictating techniques (as used by executives) are presented, and several types of equipment are used by students in developing their ability to compose and dictate from notes. Recommended for all Business majors. 3 hours per week.

**58 HUMAN RELATIONS IN BUSINESS (3).** Films, tapes by experts on the subjects and lectures are used to present the basic psychological principles operating in family, social and business relationships. Conference method class discussions, and oral and written reports prepared in acceptable business format offer an opportunity for individual self-improvement. Topics



covered include: perception, self-image, self-management, success, prejudice, creativity, attitudes, change, motivation and maturity, productivity, leadership and many others. Recommended for all Business majors. 3 hours per week.

**61 BASIC COMPUTER OPERATION (3).** *Spring semester.* Laboratory course using an Eduputer, which simulates the operation of an IBM 360 computer; 16 lessons on prepared tapes; and programmed student instruction materials. Complete procedures for operating an IBM 360 computer are taught by means of the taped lessons, programmed materials and practical applications on the Eduputer simulator. Field trips will be arranged to give some actual experience with an operating 360 computer. 3 lecture hours and 3 lab hours per week. (minimum homework assignments)

**64 BUSINESS LAW (3).** *Spring semester.* Broad study of the legal aspects of business transactions: the legal system, contracts, sales, security, negotiable instruments and personal property. Provides a background for personal as well as business transactions. Lecture and case problems used extensively. Recommended as general education elective. 3 hours per week.

**65 SMALL BUSINESS MANAGEMENT (3).** *Spring semester. Prerequisite: Business 10 or permission of the instructor.* Examination of the opportunities and hazards of small business operation; designed for Business students who plan to establish or supervise a small business. Significant areas of vital interest to the prospective independent businessman are explored, including type of operation, legal form, site location, financing, handling of personnel and over-all management procedures. 3 hours per week.

**66 GENERAL ACCOUNTING (3).** *Recommended: Completion of or concurrent enrollment in Business 50 or 51.* Non-professional accounting course introducing the principles of double-entry bookkeeping. These principles are applied to recording financial transactions and the preparation of statements and reports. A practice set is required. 4 hours per week.

**67 FEDERAL INCOME TAX PROCEDURES (0).** *Evening College.*

**81 SECURITY INVESTMENTS (3).** *Evening College.*

**83a REAL ESTATE PRINCIPLES (BASIC) (3).** Legal basis of real estate transactions—contracts, agency and property; real estate transactions—listing

and purchase contracts, real estate financing, deeds, liens and encumbrances, escrows and title insurance; land descriptions; real estate mathematics; business opportunities. Assists toward basic license preparation. 3 hours per week.

**84 REAL ESTATE VALUATION, INVESTMENT AND MANAGEMENT (3).** Investments in general; investments in real estate; forms and nature of ownership; income tax shelter; and investment property analysis. A practical course designed to teach students how to successfully invest their savings. 3 hours per week.

**90a BEGINNING SHORTHAND (5).** *Prerequisites: Enrollment in or completion of Business 92a or equivalent and completion of or enrollment in Business English, English 50b or 1a.* Foundation course in Gregg Shorthand principles with practice in simple dictation and transcription. 5 class hours and 2 scheduled audio library lab hours by arrangement per week.

**90b INTERMEDIATE SHORTHAND (7).** *Prerequisites: Business 90a or its equivalent and completion of or enrollment in Business 92b or equivalent; completion of or enrollment in Business English, English 50b or 1a.* Thorough review of beginning shorthand theory principles. Training in vocational application of shorthand through intensive dictation and transcription with emphasis on the integration of specific secretarial skills: transcription, punctuation and related English review, vocabulary development, and efficient shorthand methods. Field trips, speakers, tapes and records used. 10 class hours and one scheduled audio library lab hour by arrangement per week.

**90c ADVANCED SHORTHAND (4-5).** *Spring semester. Prerequisites: Business 90b or its equivalent and completion of or enrollment in Business English or English 1a.* Intensive training in the vocational application of shorthand and other secretarial skills with emphasis on practical experience. Vocabulary development in medical, legal and specialized areas. Field trips, speakers, tapes and records used. One extra unit of credit may be earned for volunteer campus office work by arrangement. 6 class hours and one scheduled audio library lab hour by arrangement per week.

**90r REFRESHER SHORTHAND (3).** *Prerequisite: Enrollment in or completion of Business 92a or equivalent, and completion of or enrollment in Business English, English 50b or 1a.* For students with insufficient training in shorthand to qualify for



Business 90b. Review of Gregg shorthand principles and practice dictation and transcription. 3 class hours and 2 scheduled audio library lab hours by arrangement per week.

**90Sa BEGINNING MACHINE SHORTHAND (4).** *Fall Semester.* *Prerequisite:* Completion of or enrollment in Business 92b and Business English or English 1a. Theory and practice on shorthand machines. Stresses phonetics, English skills, etc. Intended for training office workers as well as a prelude to training potential court reporters or as a steppingstone to other career opportunities. Speed development to 100 words per minute. This course may be substituted for Beginning and Intermediate Shorthand in the Secretarial Programs. 3 lecture hours and 3 lab hours per week.

**90Sb INTERMEDIATE MACHINE SHORTHAND (4).** *Prerequisite:* Business 90Sa. Emphasizes machine shorthand theory review, English principles, development of machine writing vocabulary, and continues with concentrated new matter dictation and entails further transcription development. Also stresses transcription of notes at the typewriter. 3 lecture hours and 3 lab hours per week.

**91 BUSINESS ENGLISH (3).** *Fall Semester.* *Fundamental English preparation for all students—particularly helpful to Secretarial and Clerical majors.* Grammar, punctuation, spelling, word usage, vocabulary building and use of the dictionary. Emphasis on English of business through use of business-oriented materials. Recommended for students in any major who feel the need for improvement in fundamentals of English and vocabulary. 3 hours per week.

**92a BEGINNING TYPING (3).** *Prerequisite:* No previous typing instruction. Designed to develop correct typing techniques, keyboard mastery, proper care and operation of the typewriter, and basic skills in typing straight copy, business letters, simple tables, outlines and manuscripts. 5 hours per week.

**92b INTERMEDIATE TYPING (3).** *Prerequisite:* Business 92a with a grade of C or better or an equivalent proficiency in typewriting. Emphasis on increasing speed and accuracy of typing. Development of judgment and skill in the arrangement and typing of a wide variety of business office problems including letters, tabulations, purchase orders and invoices, manuscripts, rough draft copy, etc. Emphasis on improving production rate of typing business office problems. 5 hours per week.

**92c ADVANCED TYPING (3).** *Spring Semester.* *Prerequisite:* Business 92b with a grade of C or better, or satisfactory completion of two years of typing in high school. Production typing with emphasis on speed and accuracy in the preparation of business letters, business and legal forms, manuscripts, financial and statistical reports in project form. Helps develop judgment and initiative and ability to work with a minimum of direction. Recommended for all secretarial and clerical students. 3 hours per week.

**92r REFRESHER TYPING (3).** *Prerequisite:* For students with insufficient training in typing to qualify for Business 92b. Emphasis on improving keyboard control, correct typing techniques, and developing skill in typing straight copy, business letters, simple tables, outlines and manuscripts. 5 hours per week.

**93 MACHINE CALCULATION (2).** *Spring semester.* *Prerequisite:* Business 50 or permission of instructor. Performance of arithmetic calculations on machines emphasizing actual business situations and problems, starting with fundamentals, continuing to more complex practical applications. In-depth instruction (not acquaintanceship) on the operation of rotary-type calculators and touch system of operating printing calculators, including electronic machines; also ten-key adding machines; orientation only on key-driven calculators. Strives to develop ability to follow instructions, speed, accuracy and neatness of work. Recommended for all certificate and AA degree majors. 3 hours per week. Lab work—as needed—to be assigned by instructor.

**100 OFFICE PROCEDURES AND OFFICE ADMINISTRATION (4).** *Prerequisites:* Business 92b or an equivalent proficiency in typing; and completion of or enrollment in Business English, English 50b or 1a. *Not recommended for first semester students except by permission of instructor.* Development of skill in use of transcribing and duplicating machines; use of electric typewriters and duplicating equipment in performing office work; filing, payroll, switchboard, telephone and general office work; study and application of effective procedures for improving performance of office employees. 6 class hours and 3 scheduled lab hours per week.

**101 OFFSET DUPLICATING (1).** *Prerequisites:* Typing skill recommended. Devoted to learning the operation of the tabletop offset printing press through the preparation of direct image masters and sensitized aluminum offset plates with emphasis on the fine details of making additions, corrections and deletions



on direct image masters, preparation of art work on the master and different size papers, as well as using film negatives in preparing presensitized aluminum plates. 1½ lecture hours and 3½ lab hours per week for six weeks.

**102 OFFICE ADMINISTRATION (3).** *Spring Semester. Prerequisites: Completion of or enrollment in Business 92b, Business English or English 1a; completion of or enrollment in Business 100 is recommended.* Considers mainly the final stages of development of preparation for administrative assistant, office managers and other executive-level positions. Case method, seminars and practicum used to provide useful background knowledge, conditions and attitudes necessary for understanding the responsibilities of an administrative assistant, office manager and/or executive-level positions. Considers human relations, personal factors, work organization in the office and supervision of office personnel. Dealing with executives and colleagues. Preparation of reports, articles, press releases, and making arrangements for seminars and conferences. 3 hours per week. Lab work as needed to be assigned by instructor.

**110 FUNDAMENTALS OF SALESMANSHIP (2).** *Fall Semester.* Covers the role and impact of personal selling in the marketing process of our business community. Considers principles and techniques employed effectively in the direct sales process. Includes practical sales presentations by students. TV tape used for self-evaluation and improvement of sales presentations. 2 hours per week.

**116 PRINCIPLES OF RETAIL MERCHANDISING (2).** *Alternate fall semester.* Retail processes of chain and department stores emphasizing merchandise planning and control, buying and receiving, pricing, personnel evaluation, and customer services. Lecture, class discussion and case problem techniques used. 2 hours per week.

**117 MODERN RETAIL OPERATION (2).** *Alternate fall semesters.* Small retail store operation starting with the decision to be an independent businessman. Topics include location analysis, franchising, merchandise, promotion and pricing. Management tools such as inventory control, accounting, and credit practices are also considered. Lecture, class discussion and case problems are used. No credit for students having had Business 65. 2 hours per week.

**120 ADVERTISING (3).** *Spring semester.* The role of advertising in our economic life with emphasis on ad-

vertising objectives and methods. Creation of print advertising. Evaluation of various media. Discussion of advertising ethics and campaign strategy. Includes student development of an advertising campaign. 3 hours per week.

**124 MARKETING (3).** *Spring semester.* Broad study of marketing principles and methods applicable to the development, manufacture, and selling of consumer goods. Major topics include customer research, product planning, marketing policies and practices, retailing, wholesaling and price determination. Lecture, case problems and class discussions utilized in class sessions. 3 hours per week.

## Business Administration

Business 50 or 51 is recommended for Business Administration majors who feel the need of improving basic math skills.

**1a PRINCIPLES OF ACCOUNTING (4).** *Prerequisite: None. Business 50 recommended preparation for students who are weak in basic math skills.* Principles and basic theory of accounting; the accounting cycle, preparation of working papers and financial statements; emphasis on analytical approach for solving accounting problems and relating classroom work with accounting practice. Primarily emphasizes the financial accounting approach with some attention to the managerial aspects of accounting. 5 hours per week.

**1b PRINCIPLES OF ACCOUNTING (4).** *Prerequisite: Business Administration 1a or equivalent, with a grade of C or higher.* Applications of theory, concepts and principles to partnerships and corporations. Introduction to departmental, cost and manufacturing accounting, budgeting, federal income taxes, financial analysis and management decisions. Heavy emphasis and orientation on managerial accounting. 5 hours per week.

**18a COMMERCIAL LAW (3).** Introduction to law applicable to business; the history and philosophy of the law, agencies for enforcement and court procedures; and the substantive law of contracts, agency and sales, under the Uniform Commercial Code. 3 hours per week.

## Chemistry

**1a-1b GENERAL CHEMISTRY (5-5).** *Prerequisites: 1a—Chemistry 51 with a grade of C or better, or high school chemistry with grade B or better, and two years*



of algebra or one year of algebra and one year of geometry. High school physics and trigonometry are recommended. *1b*—Chemistry 1a with a grade of C or better. *1a*—Principles of inorganic chemistry for students majoring in Engineering, Physical Science, Pre-Med, Pre-Dental, and other science fields. *1b*—Continues the study of principles of chemistry and includes some descriptive chemistry of the elements, ionic equilibria, oxidation-reduction, qualitative analysis, introduction to nuclear chemistry, and introduction to organic chemistry. 3 lecture hours and two 3-hour lab periods per week.

**5 QUANTITATIVE ANALYSIS (4).** *Prerequisite:* Chemistry 1b (grade of C or better). Study of the theory, calculations and common analytical procedures of quantitative analysis and the acquisition of related basic skills and techniques. Required of most students majoring in the physical sciences, engineering, medical sciences, dentistry and some areas of life science. 2 one-hour lectures; two 3-hour lab periods per week.

**8 ELEMENTARY ORGANIC CHEMISTRY (3).** *Prerequisite:* Chemistry 1a (grade C or better). Chemistry 1b is strongly recommended. The basic concepts of carbon chemistry; a study of the structure, nomenclature and reactions of the important classes of aliphatic and aromatic compounds. Recommended for students needing only one semester of organic chemistry. 3 one-hour lectures per week.

**9 ELEMENTARY ORGANIC CHEMISTRY LABORATORY (2).** *Prerequisite:* Concurrent enrollment in or completion of Chemistry 8. Syntheses of typical organic compounds. Techniques of preparation, purification and identification including unknowns. Two 3-hour lecture-lab periods per week.

**10 ENVIRONMENTAL CHEMISTRY (3).** Introduction to the language of chemistry, followed by investigations into the role chemistry plays in various aspects of our environment. Topics such as pollution, food additives, drugs, etc., examined from a chemistry point of view. This course meets the general education requirements for physical science including the lab science requirement at many colleges and universities if Chemistry 10L is also taken. 3 lecture hours per week.

**10L EXPERIMENTAL ENVIRONMENTAL CHEMISTRY (1).** *Prerequisite:* Concurrent enrollment in or completion of Chemistry 10. Experimental examination of some materials in our environment; such as the making of soaps, examining of fuels, flammability of materials, etc. 3 hours of lab and recitation per week.

**12a ORGANIC CHEMISTRY (5).** *Prerequisite:* Chemistry 1b with a grade of C or better. Same as Chemistry 8 and 9. Recommended for students intending to take a second semester of organic chemistry. 3 lecture hours and two 3-hour lab periods per week.

**30a INTRODUCTORY CHEMISTRY (4).** *Prerequisite:* One year high school algebra. Elementary course covering fundamental principles of general chemistry with emphasis on applied chemistry rather than theoretical principles. Not accepted toward physical or life science major, or engineering, but will meet the requirement for many programs in home economics, nursing, environmental tech., etc. 3 lecture hours and one 3-hour lab period per week.

**30b INTRODUCTORY CHEMISTRY (4).** *Prerequisite:* Chemistry 30a or Chemistry 1a. Continuation of fundamental general chemistry with an emphasis on organic and biochemistry. 3 lecture hours and one 3-hour lab period per week.

**51 ELEMENTARY CHEMISTRY (3).** *Prerequisite:* Mathematics 11 or one year of high school algebra. Concurrent enrollment in Geometry or Intermediate Algebra strongly recommended. Introduction to some of the theories, laws, concepts and language of Chemistry. This course should not be elected by students who need a general survey course. It is specifically planned to prepare students for Chemistry 1a. While the relatively few topics studied are developed slowly, the last part of the material covered in each topic is equal in difficulty to material studied in Chemistry 1a. 3 one-hour lecture periods and one 3-hour lab period per week.

**55 CHEMISTRY FOR WATER QUALITY CONTROL (3).** *Evening College.*

## Conservation

**1 ESSENTIALS OF CONSERVATION (3).** Consideration of the national resources of the U.S., including forests, grasslands, wildlife, water, marine, soils, minerals and recreational problems and practices in resource management. 3 lecture hours per week.

## Cooperative Education

**47 COOPERATIVE EDUCATION (1-4).** See also Administration of Justice 47, Business 47, Education 47, Environment 47, Food Technology and Management 47, Home Economics 47, Mental Health 47, Nursery School 47, Recreation Education 47,



*Social Science 47 and Special Education 47. Credit/no credit. One unit of credit for each five hours of work per week with a maximum of four units per semester. Students on jobs not related to their majors are limited to three units of credit per semester and a total of six units during enrollment in a community college. Prerequisite: enrollment in at least eight units including Cooperative Education with the exception of the alternate semester plan is required.* The Cooperative Education program provides off-campus, career-related work experience in combination with classroom instruction. Under one plan, students in the program spend alternate semesters in college and industry. Two students hold one full-time work station. While one is in school, the other is learning on the job. A second plan allows students to enroll in a reduced academic load and be employed continuously in a parallel work experience arrangement. Through a combined program of work and study, the relationship between theory and practical application is clearly established for the student. Cooperative work stations are available for students majoring in business, technical and liberal arts careers at Cañada College. Further information about this program is available from your counselor or the Cooperative Education office.

## Data Processing

(See Business 12, Business 61 and Mathematics 18.)

## Drafting

**55 BASIC ARCHITECTURAL DRAFTING AND DESIGN (2).** Evening College.

## Drama

Courses marked with an (x) are especially recommended for adults interested in effective use of leisure time.

**1a (x) MASTERPIECES OF DRAMA CLASSICAL AND RENAISSANCE (3).** Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period will be related to dominant social, intellectual and artistic forces. Use of motion pictures, filmstrips, recordings and play attendance, as well as lectures and discussions. 3 class hours per week.

**1b (x) MASTERPIECES OF DRAMA MODERN ERA (3).** *The second semester of this course. Students may take the course without having taken Drama 1a.* Study of the greatest plays and playwrights from the

17th Century to the present. See description of Drama 1a. 3 class hours per week.

**10 (x) INTRODUCTION TO THE THEATRE (3).** General education course designed for the beginning student in Drama and the general student to acquaint them with the various approaches to the production of a script. Lecture and demonstrations. Subject matter will include such things as nomenclature, duties and responsibilities of the various theatre artists, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint, the actor's viewpoint and the audience's viewpoint. Special lecturers may discuss publicity, performance, music and dance, motion pictures and T.V. 3 lecture hours per week.

**13a-13b (x) STAGE PRODUCTION (3).** Lectures and discussions on the theory and craftsmanship of building, rigging, painting and otherwise preparing theatrical settings. Practical experience executing the technical work of the College's dramatic presentations. 2 lecture hours and 3 lab hours per week.

**13c-13d ADVANCED STAGE PRODUCTION (3).** *Prerequisites: Drama 13a and 13b or their equivalent.* Lectures and special projects in stage managing, technical work, sound and lighting. 2 lecture hours and 3 lab hours per week.

**14a THEORY AND PRACTICE OF ACTING (3).** Theories and techniques of acting and dramatic production, presentation of scenes and oral reading, video-tape recordings, pantomimes and improvisations. 4 class hours per week.

**14b-14c-14d ADVANCED ACTING (3).** *Prerequisite: Drama 14a or equivalent.* Review of basic principles and skills of acting, advanced theories and techniques. Basic introduction to script analysis and directing. 4 class hours per week.

**14aL-14bL-14cL-14dL ACTING LABORATORY (1-2).** Supervised rehearsals of improvisations, pantomimes, oral readings and short scenes. Forms and styles of acting. Exercises in the use of mind, emotions, voice and body in acting. Acting scenes for drama classes and others.

**15 PLAY PRODUCTION (1/2 to 2 units per play).** *Prerequisite: Tryouts.* Problems of actual play production, acting. May be repeated for credit. Play rehearsal of seven weeks for each of four major productions per year, the first four weeks of which are from 3-6 p.m. daily and the last three weeks from 7-11 p.m. daily.



**16 PRODUCTION SHOP (1/2 to 2).** Problems of actual play production. Scene building, lighting, properties, rigging and stage crew operations. Hours by arrangement. May be repeated for credit.

**17 (x) COSTUME-FASHION DESIGN AND PREPARATION, MAKE UP (1/2 to 2).** Problems of actual play preparation of costumes and makeup. This course will provide drama and fashion students the opportunity for practical experience in design and execution of costumes for dramatic productions. May be repeated for credit.

**20L (x) INTRODUCTION TO DIRECTING (LAB) (1/2 to 2 units per play).** Introduction to the theory and practice of play directing for theatre and screen. Analysis of plays to determine suitable acting, and staging styles and methods. Study of composition, movement, tempo, climax and the use of sound and music. Preparation of play-production plans and prompt-books. Directing of scenes for classes in drama and other fields and discussion of ideas dramatized in the scenes. Emphasis on learning by actual directing under teacher supervision. May be repeated for credit. One to three 2-hour labs per week.

**24 (x) MODERN DRAMA (3). Also English 24.** Study, from a theatrical as well as a literary viewpoint, of the outstanding dramas written between 1880 and the present. Emphasis upon contemporary dramatic trends such as realism, naturalism, symbolism, expressionism, epic theatre eclecticism. Appreciation and understanding. Reading, thinking, arguing and sharing. Relating drama to man's nature and problems and those to drama. 3 hours per week.

**25 (x) INTRODUCTION TO SHAKESPEARE (3). Also English 25.** Exploring and appreciating Shakespeare's best plays. A careful study of tragedy, history and comedy from Shakespeare's three major periods. The plays as superb fusions of poetry and drama, as mirrors of Renaissance and universal ideas and attitudes, and as summations of human nature and the human predicament. Emphasis upon Shakespeare as playwright, poet, psychologist and philosopher. 3 hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** Special projects in such fields as directing, technical directing, costuming, dramatic literature and the integration of the theatre arts. May be repeated for credit.

## Ecology

**10 INTRODUCTION TO ECOLOGY OF THE WEST (3).** *Prerequisite: None, but a course in Biology,*

*Botany or Zoology is recommended.* Introduction to the ecology of the West with emphasis on California and the Bay Area. The ecological aspects of the plant and animal groups and their controls by geology, climate, each other and by man. 3 lecture hours per week.

## Economics

**1a PRINCIPLES OF ECONOMICS (3).** The American economy; the price system; the role of resources, machines and men in production; the place of firms in organizing private business; the operation of the banking system and the use of money in guiding economic activity; the overall trends of national income and factors in its determination; policies for stabilization and growth in advanced and underdeveloped nations. 3 hours per week for lectures and discussion.

**1b PRINCIPLES OF ECONOMICS (3).** *Prerequisite: None. Economics 1a recommended.* Supply, demand and price determination in a market economy; the business firm's cost, revenues and price policies under conditions of competition and monopoly; the determination of wages, rent, interest and profits; international trade and finance; taxes, debts and public finance; comparative economic systems of other nations. 3 hours per week for lectures and discussion.

**7 SURVEY OF ECONOMIC PROBLEMS (3).** Non-theoretical consideration of the major economic problems which confront the citizen today. Students who have completed Economics 1a or 1b or Business 11 will not receive credit for this course. 3 lecture hours per week.

**11 ECONOMIC HISTORY OF THE UNITED STATES (3).** Origin and development of the American economy from colonial times to the present. Themes will include the basis for industrial growth, land and resource use, the transportation revolution, the development of money and banking machinery, changing trade patterns, the rise of organized labor, the role of government in aiding economic development and stabilization. 3 hours per week.

**14a LABOR ECONOMICS (3).** The first half of the course is concerned with the composition of the labor force, the history, structure, philosophy and objectives of the trade union movement and the development of public control of labor relations. The second half is devoted to the economics of the labor market, including problems of labor supply, labor mobility, labor market organization, employment and unemployment, wage determination and economic security. 3 hours per week for lecture and discussion.



**19 ECONOMICS OF POVERTY (3).** Study of the current distribution of income in the United States. Analysis of the causes of poverty in America; the relationship of age, sex, color, location, education and health of the poor to the persistence of poverty will be considered. Past and current attempted solutions will be evaluated and possible new approaches to the problem will be discussed. 3 lecture hours per week.

**27 PROBLEMS OF UNDERDEVELOPED AREAS (3).** Broad survey of contemporary problems of underdeveloped areas, concentrating on economic problems. The course will investigate the following topics: (1) an introduction to contemporary conditions in Asia, Africa and Latin America; (2) social and economic problems at the local or village level, with case studies; (3) economic and political problems at the national level, with special reference to economic development policy; (4) problems of poverty and underdevelopment in America today. 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in economics and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

For Economic Statistics, see Statistics.

## Education

**1 INTRODUCTION (3).** Exploring the total spectrum of education including pre-school, elementary school, junior high school, senior high school and junior college. Will explore the strength in the educational system, the areas of concern, current innovations, the challenges facing education, such as testing, bussing, middle-class and sub-culture values. 3 lecture hours per week.

**2 THE TEACHER ASSISTANT (2).** *Prerequisite: Education 1 or consent of instructor.* The basic course for the teacher assistant. The role, responsibilities and ethical considerations of the teacher assistant, his relationship to the professional teacher, the principal and the student; the clerical, supervisory and teaching aspect of the position. Field experience (Education 47—Cooperative Education) must be taken in conjunction with this course. 2 lecture hours per week.

**3 READING IN THE PUBLIC SCHOOLS (3).** Brief history of reading, physiological and psychological basis of reading, philosophy of reading instruction, in-

dividual reading instruction, group reading instruction, acceleration problems in reading, multi-media approach in reading, teacher and teaching assistant variables in reading, facts and fallacies about reading readiness, review of research findings on reading instruction. Purpose: Training course in reading instruction for teaching assistants. 3 lecture hours per week.

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Supervised field experience. Hours by arrangement.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Education, and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

## Electronics

**10 INTRODUCTION TO ELECTRONICS (3).** *Evening College.*

## Engineering

The following Engineering courses will be offered during the school year 1973-74.

**10 ENGINEERING AND THE ENVIRONMENT (2).** Study of current and future roles of engineers in ecological, legal, social and political aspects of the national and world communities. Particular concern will be given to the impact engineering may have on the improvement of the environment. This course is directed to both technical and non-technical majors. 2 lecture hours per week.

**22 ENGINEERING GRAPHICS (2).** *Prerequisites: Mathematics 30 or 23a or consent of the instructor.* Numerical and graphical calculus. Nomography. Introduction to creative design. Design project. 6 lab hours per week.

**35 VECTOR STATICS (3).** *Prerequisites: Mathematics 30 or 23a or consent of instructor.* Plane and space force systems; equilibrium problems covering structures, machines, distributed force systems, friction, moments of inertia and virtual work. 3 lecture hours per week.

**38 CIRCUITS AND DEVICES (3).** *Prerequisites: Mathematics 31, 23b, Physics 4b recommended or consent of instructor.* Introduction to electrical and elec-



tronic circuits and devices. Network theory. Amplifier theory. Instruments. 3 lecture hours per week.

**48 SPECIAL TOPICS (1-3).** Selected topics in Engineering. Course content and units to be determined by the Mathematic/Engineering Division in relation to need and available staff.

**49 INDIVIDUAL PROJECTS (1-2).** Directed individual study of a suitable topic.

**50 INTRODUCTION TO MATERIAL EVALUATION (3).** *Evening College.*

Other Engineering courses listed below may be offered on request and subject to sufficient demand and availability of instructor time.

**20 DESCRIPTIVE GEOMETRY (2).** *Prerequisite: Mathematics 21.* Lectures and drafting-room work orthographically solving engineering problems in three-dimensional space. Introduction to graphic statics, vector properties, Maxwell's diagrams, space-force polygons. 6 lab hours per week.

**36 VECTOR DYNAMICS (3).** *Prerequisites: Engineering 35, Mathematics 31 or 23b; Physics 4b (or 2b with a grade of B).* Relations of motion, work, energy, impulse, momentum, impact. Simple harmonic motion, damped vibratory systems, Curvilinear motion, rigid body rotation, gyro dynamics of rigid bodies. D'Alembert's principle, generalized coordinates, Hamilton's principle, Lagrange's equations, introduction to celestial mechanics, elementary fluid mechanics. 3 lecture hours per week.

**37 STRENGTH OF MATERIALS (3).** *Prerequisites: Engineering 35 and Mathematics 31 or 23b.* Elastic behavior of crystalline materials, and rudiments of plastic behavior of common engineering materials. Stress and strain relationships. Analysis of effects of internal and external forces on flexible bodies and structural assemblies. Failure modes. Analytical structural design techniques. 3 lecture hours per week.

## English

Students will elect to take either English 1a or English 50a, after receiving their counselor's recommendation based on previous test scores and work in English courses.

**Advanced Placement Credit:** Students who have taken the Advanced Placement Test in English and who have scored 3 may receive credit for English 1b; those

who have scored 4 or 5 will receive credit for English 1a or 1b. Test scores and a written petition for this credit should be filed in the Registrar's office.

**Brochure**—Students are urged to obtain a brochure, available at the Registrar's desk, describing the various English courses as they are taught by individual instructors.

**1a READING AND COMPOSITION (3).** Intensive reading and writings based on a study of primarily non-fiction materials. 3 hours per week.

**1b INTRODUCTION TO LITERATURE (3).** *Prerequisite: English 1a.* Study of literary types: short story, drama, poetry and the novel. Themes based on reading and class analysis. English 1a-1b may also be taken in conjunction with History 17a-26; see "Interdisciplinary Studies". 3 hours per week.

**9a-9b CREATIVE WRITING (3-3).** *Prerequisites: 9a—English 1a or permission of the instructor. 9b—English 9a.* The craft of writing short stories, sketches and poetry. 3 hours per week.

**21 THE SHORT STORY (3).** *Evening College.*

**23 INTRODUCTION TO POETRY (3).** *Prerequisite: English 1b or permission of the instructor.* Discovery and study of the experience of a poem. Intensive and extensive reading, discussion, papers. 3 hours per week.

**24 MODERN DRAMA (3).** *Also Drama 24.* Study from a theatrical as well as a literary viewpoint, of the outstanding dramas written between 1880 and the present. Emphasis upon contemporary dramatic trends such as realism, naturalism, symbolism, expressionism, epic theatre and eclecticism. 3 hours per week.

**25 INTRODUCTION TO SHAKESPEARE (3).** *Also Drama 25.* Exploring and appreciating Shakespeare's best plays. Careful study of tragedy, history and comedy from Shakespeare's three major periods. 3 hours per week.

**26 MODERN NOVEL (3).** *Evening College.*

**27 MODERN LITERATURE (3).** *Prerequisite: English 1a or permission of the instructor.* Study of selected fiction, poetry and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers. 3 hours per week.

**28a FILM STUDY AND APPRECIATION (3).** Study of significant motion pictures as an art form with



emphasis on structure of film and the technique of film making. Screening of films followed by discussion and/or written analysis relating to appreciation and understanding of film as a communicative medium. Production of films by students optional. 2 lecture hours and 2 lab hours per week.

**28b MOTION PICTURE PRODUCTION (3).**

Theoretical and practical course on the art and technique of film making. Working from the conceptual stage, students will prepare scenarios, scripts, and story boards. Using super 8mm. equipment, they will shoot film, edit their footage into a meaningful visual form and ultimately produce short films. 2 lecture hours and 2 lab hours per week.

**30 MAJOR FIGURES IN AMERICAN LITERATURE (3).**

*Prerequisite: English 1a or permission of the instructor.* Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers. 3 hours per week.

**34 RELIGION IN LITERATURE (3).**

Relates the study of religion and the study of literature within the compass of the humanities generally. Special emphasis will be placed on how literary form may articulate religious vision or belief and how religious conceptions may influence artistic structures and styles. Attempts will be made to focus on the characteristic forms of religious (or anti-religious) preoccupation in a literary work. 3 lecture hours per week.

**36 SCIENCE FICTION AND FANTASY (3).**

*Prerequisite: English 1a or permission of instructor.* Study of science fiction and fantasy emphasizing 20th Century works. Both popular writers and established literary figures covered in wide range of forms, types and themes of SF. Extensive and intensive readings, lectures, discussion, critical papers in areas of individual interest. 3 hours per week.

**37 ENGLISH ELECTIVES (1-3).**

Study of important literature, language or media, offered on a variable basis from semester to semester depending upon student interest and faculty expertise in a particular literary area. See the semester schedule for specific offerings. 3 hours per week for 6, 12 or 18 weeks.

**41 BLACK POETRY (3).**

Survey of the oral and written tradition in the poetic theory and practice of the black poet in America from 1619 to the present. Recordings of poetry readings, song lyrics; lectures and readings by visiting poets. 3 hours per week.

**42a MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE (3).**

*Prerequisite: Enrollment in English 1a or permission of the instructor.* Selections from the literature of ancient Greece through Renaissance Europe will be read, analyzed, discussed and, hopefully, enjoyed. Group work, oral reports, papers. 3 hours per week.

**42b MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE (3).**

*Prerequisite: Enrollment in English 1a or permission of the instructor.* Study of selected European novels, short stories and plays from the 17th Century to the present. Reading, analysis and discussion; written reports, oral readings and lectures. 3 hours per week.

**43 BLACK LITERATURE (3).**

Historical and literary survey of Afro-American literature emphasizing principal authors and their works from the 19th Century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. 3 hours per week.

**44 MEXICAN-AMERICAN LITERATURE (IN ENGLISH) (3).**

Study of literature written by Mexican-Americans. Emphasis will be placed upon contemporary stories, poems and essays. 3 hours per week.

**45 RUSSIAN NOVEL AND SHORT STORY (3).**

*Prerequisite: English 1a or permission of instructor.* Study of important Russian writers from Pushkin to Solzhenitsyn. All works will be read in translation. Reading, discussion, papers. 3 hours per week.

**46a SURVEY OF ENGLISH LITERATURE (3).**

*Prerequisite: English 1b or permission of the instructor.* Study of the typical works of major English writers from Chaucer to the end of the 17th Century. Discussions, lectures, recordings. 3 hours per week.

**46b SURVEY OF ENGLISH LITERATURE (3).**

*Prerequisite: English 1b or permission of the instructor.* Study of the typical works of major 18th and 19th Century English writers. Discussions, lectures, recordings. 3 hours per week.

**46c SURVEY OF ENGLISH LITERATURE (3).**

*Prerequisite: English 1b or permission of instructor.* Study of the typical works of major 20th Century English writers. Discussions, lectures, recordings. 3 hours per week.

**49 INDIVIDUAL PROJECTS (1-2).**

*Prerequisites: Previous or concurrent work in college English; ap-*



*proval of instructor and the Chairman of the English Division.* Students will present a paper or papers dealing with a specific topic in literature or language, a topic beyond the scope of offered courses. In-depth reading is usually required. Hours by arrangement.

**50a READING AND WRITING (4).** Reading of fiction and nonfiction materials; vocabulary study; short papers, some work on study skills, critical thinking and basic writing skills. Course is designed to increase reading and writing skills and to develop an interest in reading for pleasure and information. English 50a and 50b are recommended for students who have found previous English courses difficult. 4 hours per week.

**50b READING AND INTERPRETATION (4).** Reading and study of plays, novels, poetry, stories. Vocabulary study. Quizzes and short compositions based upon the reading. 4 hours per week.

**57a-b ENGLISH AS A SECOND LANGUAGE (5-5).** *Prerequisites: Assignment by faculty personnel and by in-class test.* Study of English grammar and composition, drill in oral and written vocabulary, sentence structure and English idiom. Two semesters of English 57 satisfies the English requirement for the AA degree. May be repeated once for credit. 5 hours per week.

**67 READING LABORATORY (1).** *Credit/no credit.* Individual and small group work in developmental or remedial reading, with some emphasis on study skills. A variety of programmed materials, aids and machines are available to help improve vocabulary, comprehension and reading rate. Instruction in methods of word attack and practice in developing flexible reading habits. Students successfully completing the course will receive one unit of credit but no letter grade. May be repeated for credit as often as necessary. 5 hours per week for 8 weeks.

**68 WRITING LABORATORY (1).** *Credit/no credit.* Work in the development of composition skills, primarily through individual instruction. Various methods are used to improve and stimulate the student's writing, with particular emphasis placed upon organization, quality and support of ideas, effectiveness of language and mechanics of the sentence. Students successfully completing the course will receive one unit of credit but no letter grade. May be repeated for credit as often as necessary. 3 hours per week.

## Environment

**1 INTRODUCTION TO THE BIOLOGICAL ASPECTS (3).** Introduction to the concept of the

natural environment, including the factors of water, atmosphere, geography, biological limiting influences, tolerances, ecology and waste disposal. 3 lecture hours per week.

**2 INTRODUCTION TO THE POLITICAL AND SOCIAL ASPECTS (3).** Designed to examine the societal aspects of man's relationship to his environment. Study of historical attitudes and background to today's environmental concern is followed by an analysis of current economic, political, and intellectual forces and institutions which influence (both adversely and favorably) man and his environment. "Action" is emphasized as members of the class choose, plan and carry out a group project which deals with some aspect of local environmental concern. Course content centers on areas of particular current interest and issues, such as population growth, various forms of pollution, various methods of effecting change in people's attitudes. This course is designed as a companion to Environment 1, 3, and 4, as a General Education course, and as an introduction to careers in the environmental field. 3 lecture hours per week.

**3 INTRODUCTION TO THE PHYSICAL ASPECTS (3).** Introduction to the physical aspects of the atmosphere, hydrosphere, lithosphere and the role energy plays in these spheres. Also an examination of some special problems of technology such as food additives, insecticides, noise, fertilizers, etc. 3 lecture hours per week.

**4 INTRODUCTION TO THE PLANNING ASPECTS (3).** Course emphasizes going out into the community and looking at selected environmental problems first-hand. The role of urban planning and the actions of governmental agencies is studied. Use of U.S. Census data and field report studies, both public and private, analyzed. Environmental policies, environmental impact statements, regional and county land use plans and policies also analyzed. 3 hours per week for lecture, discussion and demonstration.

**5a LATIN AMERICA: MAN AND HIS ENVIRONMENT (3).** *Also Geography 5a.* Regional study of man and his culture and its relationship to his physical environment. 3 lecture hours per week.

**5b AFRICA: MAN AND HIS ENVIRONMENT (3).** *Also Geography 5b.* Regional study of man and his culture in its relationship to his physical environment. 3 lecture hours per week.

**5c ASIA: MAN AND HIS ENVIRONMENT (3).** *Also Geography 5c.* Regional study of man and his



culture in its relationship to his physical environment. 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Environment and the consent of the instructor and the Division Chairman.* Specified individual study or directed research in specific problem areas. Hours by arrangement.

### Food Technology and Management

*Students majoring in Food Technology and Management must consult with the department before completing registration.*

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit. Prerequisite: Completion of Food Technology 50a or 51a, or approval of instructor.* Credit for supervised, on-the-job, work experience in the food services, hospitality or allied industries. A unit of credit, up to a total of four units, is given for each five hours of work, weekly, in a job or position related to the Food Technology and Management major. Course consists of lecture meetings, visitation by Cooperative Education supervisor to student's place of employment, reports by the employer and reports by the student.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisite: Permission of instructor.* Special research into current problems and their relationship to the future of the food service—hospitality industry. The problems to be investigated and reported are varied and changing; the specific areas of research will be determined by the needs of the industry and their relationship to food technology and management education. 3 or 6 hours per week by arrangement.

**50a-50b QUANTITY FOOD PREPARATION (4-3).** *(See 51a-51b.)*

**51a-51b QUANTITY FOOD PREPARATION (2-2).** *Prerequisite: None. Beginning students must enroll in 50a-51a or 50b-51b and alternate the next semester, unless excused by Department Chairman because of prior training or experience. Concurrent registration in Food Tech. 56 and 68 are required for all beginning students in 50a or 50b.* Training and experience in basic quantity food preparation and service. Students work by teams and are rotated through all kitchen and service stations. Students are under supervision of student chef and student manager, with overall supervision by the instructor. Students prepare food for cafeteria and Faculty Dining Room and serve in Faculty Dining Room. **50a**—12 lab (kitchen) hours per

week. **50b**—9 lab (kitchen) hours per week. **51a-b**—2 lecture hours per week.

**52 FOOD PREPARATION SUPERVISION (3).** *Prerequisite: Food Technology 50a and 50b or permission of instructor.* Experience in middle-management. The principles of supervising while being supervised. Advanced students are scheduled as student chef or student manager for six hours, one day a week. Student chef is in charge of kitchen and preparation stations. Student manager is in charge of service and faculty dining room. May be repeated once for credit. One lecture hour and 6 lab hours per week.

**54a-54b ADVANCED FOOD PREPARATION (4-4).** *Prerequisite: Food Technology 50a-50b or permission of instructor.* Advanced cooking techniques, analysis of meat cutting, introduction to buffet and preparation of canapes, hors d'oeuvres, advanced soups and sauces. One lecture hour and 9 lab hours per week.

**55a-55b MODERN BAKING (2-2).** Practical lab experience in the methods of baking confectionary and decorating for modern food service requirements. One lecture hour and 3 lab hours per week.

**56 DINING ROOM SERVICE TRAINING (1).** *Concurrent registration in Food Technology 56 is required for all beginning students in 50a or 50b.* Waiter/Waitress training: An introduction to dining room service by lecture, demonstration and practice. Lab experience in the faculty dining room. Students will learn the procedures for correct and proper table service to customers. One lecture hour per week.

**60a QUANTITY FOOD PURCHASING (2).** Familiarization with the kinds and qualities of foods available, the market, standard purchasing methods and standard methods of receiving and storing of all available foods. 2 lecture hours per week.

**65 MENU PLANNING (2).** Essentials of proper menu planning, menu technology, pricing, layout and design. 2 lecture hours per week.

**68 SANITATION AND SAFETY FOR THE HOSPITALITY INDUSTRY (1).** *Required enrollment for students enrolled in their first semester of Food Tech program.* Basic knowledge needed to protect the public, the consumer, the customer and the food service worker. One lecture hour per week.

**70 FOOD MANAGEMENT PROBLEMS (2).** *Prerequisite: Sophomore standing in Food Technology*



*program.* General survey course including personnel supervision, financial, public relations and other management problems. Guest lecturers and field trips. 2 lecture hours per week.

## Forestry

**1 INTRODUCTION TO FORESTRY (3).** Study of the forest as a biotic system, with emphasis on trees, plants, animals, the forest environment and their ecological relationships. 3 lecture hours per week.

## French

Students enrolled in certain courses in foreign language are asked to make use of the language laboratory. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.

**1 ELEMENTARY FRENCH (5).** Conversation in the language, dictation, reading, study of the fundamentals of grammar and the writing of simple French exercises. The student is urged to make extensive use of the listening facilities in the language laboratory. 5 class hours per week.

**2 ADVANCED ELEMENTARY FRENCH (5).** *Prerequisite:* Completion on the college level of the first semester with a passing grade or assignment by the English-Foreign Language Division. Conversation, dictation, further study of grammar and sentence structure; study of cognates, derivatives and idioms, reading of short stories. The student is urged to make extensive use of the listening facilities in the language laboratory. 5 class hours per week.

**3 INTERMEDIATE FRENCH (5).** *Prerequisite:* Completion on the college level of the first two semesters with a passing grade or assignment by the English-Foreign Language Division. Reading of short stories, plays or novels, review of grammar, conversation, composition, dictation. The student is urged to make extensive use of the listening facilities in the language laboratory. 5 class hours per week.

**4 ADVANCED INTERMEDIATE FRENCH (3).** *Prerequisite:* Completion on the college level of the third semester with a passing grade or assignment by the English-Foreign Language Division. Reading of selections from French literature and reading of a contemporary novel; further practice of conversation and composition; continued review of principles of grammar; analysis of idioms. 3 class hours per week.

**25a-25b ADVANCED FRENCH (3-3).** *Prerequisites:* 25a—Completion of the fourth semester with a passing grade or assignment by the English-Foreign Language Division; 25b-25a. Reading and discussion of works of French literature. Continued review of principles of grammar. 3 class hours per week.

**46 FOREIGN LANGUAGE LABORATORY (1/2-1).** *Credit/no credit.* A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding French. 3 lab hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites:* French 4 and permission of instructor. Reading of French classics, contemporary literature or recent periodicals. Conference periods for oral reports. Time to be arranged. A minimum of 3 hours of reading per each unit of credit is required weekly.

**100a CONVERSATIONAL FRENCH, ELEMENTARY (2).** *Credit/no credit.* Practical course in the French language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. 3 hours per week.

**100b CONVERSATIONAL FRENCH, ELEMENTARY (2).** *Evening College.*

## Geography

**1a PHYSICAL GEOGRAPHY (3).** *Prerequisite:* High school geometry is highly recommended. Basic characteristics of maps, the earth's grid, seasons, time, weather and climate, soils and vegetation, ocean currents, landforms. The interrelationship of these basic factors will be analyzed in the regional framework of the entire earth's surface. Strong emphasis will be placed on the regional concept and the use of maps as a primary tool for this study. 4 hours per week for lecture, discussion and demonstration.

**1b CULTURAL GEOGRAPHY (3).** Within the framework of world regions and cultural realms, this course will analyze the areal distribution of the most important parts of man's cultural occupation of the earth. Emphasis is placed on the way man makes a living. Consideration of culture within the framework of race, language, religion, political boundaries, population distribution and settlement patterns will be the basic outline. 3 lecture hours per week.

**3 GEOGRAPHY OF CALIFORNIA (3).** This course will attempt to give the student a better understanding



of the state. The physical regions, climate and weather, major landforms will be analyzed. Population distribution, changing trends in the fields of environment and governmental policies will be emphasized. 3 lecture hours per week.

**4 URBAN ECONOMIC GEOGRAPHY (3).** Investigation and description of the basic resources in different parts of the world. Also, an attempt will be made to evaluate the effects of different cultural and physical environments upon the utilization of these resources. Emphasis will be on the industrialized areas such as the United States and the interrelationship of urban growth and economic development. 3 lecture hours per week.

**5a LATIN AMERICA: MAN AND HIS ENVIRONMENT (3).** *Also Environment 5a.* Regional study of man and his culture in its relationship to his physical environment. 3 lecture hours per week.

**5b AFRICA: MAN AND HIS ENVIRONMENT (3).** *Also Environment 5b.* Regional study of man and his culture in its relationship to his physical environment. 3 lecture hours per week.

**5c ASIA: MAN AND HIS ENVIRONMENT (3).** *Also Environment 5c.* Regional study of man and his culture in its relationship to his physical environment. 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in geography, and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas. Hours by arrangement.

## Geology

Each course in Geology is accepted by the University of California in partial satisfaction of the 12 units required in Natural Science. Geology 1a is for science majors; Geology 10 is for non-science majors.

**1a GENERAL GEOLOGY: DYNAMICAL AND STRUCTURAL (4).** *Not open to students who are taking Geology 10. Prerequisite: Elementary chemistry and elementary geometry are highly recommended.* An introduction to the nature and structure of the materials composing the earth and of the various processes which shape the earth's surface. 3 lecture hours and one 3-hour lab period per week.

**1b HISTORICAL GEOLOGY (4).** *Prerequisite: Geology 1a or Geology 10.* Geological history of the

earth and the evolution of its animal and plant inhabitants. 3 lecture hours and one 3-hour lab period per week.

**10 SURVEY OF GEOLOGY (3).** *Not open to students who have taken or are taking Geology 1a.* Basic principles of igneous, sedimentary and metamorphic geology. Lectures on rocks, minerals and the origin of the earth, continents and mountains. A brief sketch of the geological history of the earth and evolution of its animal and plant inhabitants. This course meets the general education requirements for physical science including the lab science requirement at many colleges and universities. 2 lecture hours, one recitation hour and 2 lab hours per week.

**15 URBAN ENVIRONMENTAL GEOLOGY (3).** *Prerequisite: Geology 1a or 10 recommended.* Slide-illustrated lectures and field trips are used in a study of Geologic hazards in California and especially in the San Francisco Bay Area. The course stresses earthquake and landslide hazards with less emphasis placed on volcanic hazards, sea wave hazards, dam failure hazards, bay pollution and oil spills. 2 lecture hours and 3 all day field trips by arrangement.

**49 INDIVIDUAL PROJECTS (1-2).** *Admission only by consent of the instructor. Prerequisites: Geology 1a and Geology 1b.* Field and/or lab and/or library studies centered in a geologic, paleontologic or mineralogic problem of interest to the student. Hours to be arranged on an individual basis.

## German

**1 ELEMENTARY GERMAN (5).** Study of and practice in the basic forms and patterns of German; development of a satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple German texts. Students are urged to make use of the listening facilities in the language laboratory. 5 class hours per week.

**2 ADVANCED ELEMENTARY GERMAN (5).** *Prerequisite: German 1 with a passing grade or assignment by the English-Foreign Language Division.* Continuation of work begun in German 1, with continued practice in listening, speaking, writing and reading (of more difficult texts.) Students are urged to make use of the listening facilities in the language laboratory. 5 class hours per week.

**3 INTERMEDIATE GERMAN (5).** *Prerequisites: German 2 with a passing grade or assignment by the English-Foreign Language Division.* Reading or



modern writers; study of more advanced grammar and syntax; intensive vocabulary work; continued practice in speaking and writing. Students are urged to make use of the listening facilities in the language laboratory. 5 class hours per week.

#### **4 ADVANCED INTERMEDIATE GERMAN (3).**

*Prerequisite: German 3 with a passing grade or assignment by the English-Foreign Language Division.* The emphasis is on reading; materials covered range from the period of Goethe to recent times. Study of word families, derivatives, compounds, idioms and sentence patterns. 3 class hours per week.

#### **49 INDIVIDUAL PROJECTS (1-2).**

*Prerequisite: Permission of the instructor; the student is expected to have completed at least German 4 or the equivalent.* The student is required to report on 54 hours of reading for each unit of credit; the student's preference largely determines the choice of reading materials.

#### **100a-100b CONVERSATIONAL GERMAN, ELEMENTARY (2).**

*Evening College.*

### **Guidance**

**1 INTRODUCTION TO COLLEGE (1).** The new student is helped to know and understand Cañada College so that he might make best use of its resources and activities. A variety of techniques are used for self-appraisal so that the student can make satisfying, intelligent, and realistic decisions in terms of his abilities, interests, needs, values, and future educational and vocational plans. Individual conferences with the instructor are an integral part of this class. 2 hours per week (8 weeks or 16 hours per semester).

**2 EFFECTIVE LEARNING (1).** This course will help a student solve ordinary college study problems. Discussions will be held on topics such as taking notes, remembering what has been read, taking and preparing for examinations, exploring of student-faculty relationships. Study difficulties may be discussed with the instructor on an individual basis. 2 hours per week (8 weeks or 16 hours per semester).

**3 OCCUPATIONAL PLANNING (1).** Designed for the student who is undecided about an occupation. Vocational interest tests, various self-appraisal techniques and discussions give the student insights into his abilities, interests, and personality. Occupational trends and ways of learning more about specific occupations will be explored. Individual conferences are available to students for interpretation of class

materials and counseling. 2 hours per week (8 weeks or 16 hours per semester).

#### **4 SPECIAL INTEREST DISCUSSION GROUPS (1).**

The student is offered an opportunity to explore and evaluate his personal values, goals, and expectations as they relate to this social and cultural environment. Any group of students with a common concern may meet under the leadership of a counselor to discuss and explore these interests. Another aspect of Guidance 4 includes small group experiences designed to promote intra- and interpersonal growth. These groups are conducted by the office of Psychological Services. They meet 10 weeks for 2 hours each, and usually begin shortly after the regular semester has begun. Contact your counselor to specify which Guidance 4 you wish to enroll in. 2 hours per week (8 weeks or 16 hours per semester).

#### **10 COLLEGE AWARENESS (2).**

Intended primarily for students in special programs and emphasizes their special needs. All students are welcome to participate. An effort is made to assist the student in evaluating his interests and aptitudes and relate these to his educational plans, to develop good study habits, acquaint him with the College, and to encourage his participation in the College activities. Sections are set up for the Student Development Program and SPEED. 2 hours per week.

#### **65 VOCATIONAL GUIDANCE AND COUNSELING (0).**

*Evening College.*

### **Health Education**

#### **1 HUMAN HEREDITY AND BIRTH DEFECTS**

**(1).** Survey of the principles and mechanisms of human heredity, sex determination, embryonic development, fetal malformations both genetic and environmental origin. 2 hours per week for 8 weeks.

#### **2 REPRODUCTION AND SEXUALITY (1).**

Discussion of both the physical and emotional aspects of human sexuality. Topics will include: anatomy and physiology of the male and female, "The Pill" and other methods of contraception, abortion, social attitudes regarding sexuality. 2 hours per week for 8 weeks.

#### **3 DRUGS AND ALCOHOL (1).**

Survey of the societal and personal health problems involved in the use of alcohol and drugs. Included are physiological and psychological aspects of use and abuse. 2 hours per week for 8 weeks.



**4 NUTRITION AND PHYSICAL FITNESS (1).**

Study of the various aspects of good nutrition as they relate to physical fitness. Overweight, underweight, food fads, exercise are topics included. 2 hours per week for 8 weeks.

**5 DISEASES (1).** Discussion of the common infectious and non-infectious diseases which plague man. Topics include: Diabetes, pneumonia, cancer, T.B., emphysema, body defenses against disease, causative agents of disease and methods of treatment. 2 hours per week for 8 weeks.

**6 MENTAL HEALTH (1).** Study of personality development and emotional health including behavioral aspects, adjustment, stress and problem-solving techniques. 2 hours per week for 8 weeks.

**7 CONSUMER HEALTH (1).** A common-sense guide to the health services of today. Topics will include: selection of appropriate medical services and medical insurance plans, avoidance of "quackery" and frauds in medicine, sensible selection of health care products. 2 hours per week for 8 weeks.

**8 HEALTH OCCUPATIONS (1).** Study of the allied health professions and paramedical technologies. Areas include prerequisites, schooling, job descriptions, licensing and salaries. 2 hours per week for 8 weeks.

**9 BODY STRUCTURE AND FUNCTION (1).** Survey of normal and pathological structure and function of human body systems including the special senses. 2 hours per week for 8 weeks.

**10 FIRST AID (1).** First Aid is the immediate, temporary treatment given in case of accident or sudden illness before the services of a physician can be secured. This course is required of all students not presenting standard Red Cross certificates. Not required of those who have graduated from a California public high school since 1952. 2 hours per week for 8 weeks.

## History

**4a HISTORY OF WESTERN CIVILIZATION (3).** The rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the Renaissance, the Reformation and the opening of the modern world. 3 hours per week.

**4b HISTORY OF WESTERN CIVILIZATION (3).** *Prerequisite: None. History 4a is recommended.* The

rise of modern Europe: the Enlightenment, the French Revolution and the growth of Liberalism. The emergence of modern society: economic problems of industrialization, development of modern ideologies, and the World Wars and international experiments of the 20th Century. 3 hours per week.

**4c HISTORY OF AMERICAN CIVILIZATION (4).**

*Prerequisite: None. History 4a is recommended.* The colonial settlement of North America, the Enlightenment, the Age of Revolution and the growth of democracy, the problems of industrialization, the emergence of modern society, the effects of the expansion of the 19th and 20th Centuries upon the culture of America and the role of the United States in the modern world. History 4c may be used in fulfilling the American Institutions requirement. 3 lecture hours and 1 discussion hour per week.

**5 HISTORY OF ENGLAND (3).** The more important political, constitutional, economic, social and cultural phases of the history of the English people. This course, though especially designed for pre-legal and English majors, is also of great value to the general student interested in international relations or the background of American culture. 3 lecture hours per week.

**6 MODERN AFRICA (3).** African culture, African kingdoms, the slave trade, imperialism and the European conquest, the colonial period and independent Africa. 3 lecture hours per week.

**8a HISTORY OF AMERICAS (3).** The history of North and South America, from the times of the pre-Columbian Indian civilizations, through the European conquest, to the ages of the revolutions against the European colonizing powers. History 8a may be used in fulfilling the American Institutions requirement. 3 lecture hours per week.

**8b HISTORY OF AMERICAS (3.)** *Prerequisite: None. History 8a is recommended.* The history of Latin America from the time of the emergence of the new American nations with their revolutions for independence to the present. Emphasis will be on the efforts to cope with capitalism, democracy, socialism, expansionism and other forces in the story of Latin America through to modern times, and on the problems facing both Latin America and the United States today in their unique, Western Hemispheric relationships. 3 lecture hours per week.

**9a ASIAN CIVILIZATION-INDIA AND SOUTHEASTERN ASIA (3).** The historical and



cultural development of India, Pakistan, and the southeastern Asian countries—Thailand, Cietnam, Burma, Indonesia and Ceylon. Special emphasis will be on their religious, political and artistic development from ancient to modern times. An attempt will be made to show the common cultural theme among them and how they respond to the impact of the Western and Chinese civilizations. 3 lecture hours per week.

**9b ASIAN CIVILIZATION-EASTERN ASIA (3).** The historical and cultural development of the Eastern Asian countries—China, Korea and Japan. Special emphasis will be on their philosophical, religious, political and artistic development from ancient to modern times. An attempt will be made to show the common cultural theme among these countries and how they respond to the impact of the Western World. 3 lecture hours per week.

**13 THE BIBLE AS HISTORY (3).** Writings of the Old and New Testaments in their historical settings. 3 lecture hours per week.

**14 RELIGION IN AMERICA (3).** Historical survey of religious thought and activity in this country and its influence upon the development of American civilization. 3 lecture hours per week.

**17a UNITED STATES HISTORY TO 1865 (3).** The discovery of the New World and the building there of a new nation. Places special emphasis, first, on the cultural heritage from England and its modification to meet the needs of dissenting religions, a diversity of national and racial origins, and the impact of the frontier. Stresses the problems involved in the making of a new nation and the spread of political and social democracy during the early 19th Century. Traces the beginnings of a distinctive American culture, the westward thrust of the young republic and the impact of the early industrial revolution. Examines the diverging interests and cultures of the north and south culminating in the Civil War. Relationship of past events and forces to present-day situations will be stressed. 3 lecture hours per week.

History 17a-26 may be used in fulfilling the American Institutions requirement and may also be taken in conjunction with English 1a-1b. See "Interdisciplinary Studies."

**17b UNITED STATES HISTORY SINCE 1865 (3).** *Prerequisite: None. History 17a is recommended.* A century of progress and problems. The short-term and long-range reconstruction of the Union after the Civil

War, with special reference to the impact of reconstruction on interracial relations. The stepped-up tempo of industrialization, with its consequences in the areas of bigness in business, labor-management relations, the status of farmers and the problems of the city. The changing role of the United States in foreign affairs with its emergence as a world power—conflicting interests and ideologies among large and small powers in the nuclear age, and the elusive search for world peace. Other urgent problems of our times—the "revolution in manners and morals" since the Second World War, racial relations, the preservation of the environment and the search for a balance between traditional individual freedoms and more broadly shared opportunities. 3 lecture hours per week.

**22 CALIFORNIA HISTORY (3).** The values and qualities of life in California today with inquiry into how and why such social, economic and political qualities have developed out of the past. This course includes an examination of (a) the Indian, Spanish, Mexican, and American periods; (b) the environment; and (c) the institutions and functions of state and local politics. Considerable emphasis is given to current newspaper and magazine articles on topics that relate closely to the people and politics of the state and of local communities, and where possible, individual research projects, field trips, and other forms of student participation beyond the classroom will be encouraged. This course satisfies the requirement in State and Local Government. 3 lecture hours per week.

**26 20th CENTURY AMERICAN HISTORY (3).** Major economic, political, social, and intellectual developments since the United States emerged as a major power at the turn of the century. Current events and situations will be examined as continuations of happenings and forces from the earlier years of the 20th Century. U.S. foreign policy, minority relations, social and political reform intellectual attitudes and values are examples of some of the topics covered in this course. This course satisfies the State and Local Government requirement. 3 lecture hours per week.

History 17a-26 may be used in fulfilling the American Institutions requirement and may also be taken in conjunction with English 1a-1b. See "Interdisciplinary Studies."

**29 HISTORY FOR HISTORY MAJORS (3).** *Prerequisites: Satisfactory completion of at least one course in history. Permission of instructor.* An honors seminar designed particularly for history majors and transfer students going on in history to acquaint them



with research methods and skills and with the nature and philosophy of history. 3 lecture hours per week.

**30 HISTORICAL GENEALOGY (3).** Designed for those interested in studying their family history in relationship to the movements that have shaped American history. Research methods will be studied and an individual research project required. 3 lecture hours per week.

**31 HISTORY AND GOVERNMENT OF SAN MATEO COUNTY (3).** Designed to provide the student with (1) an understanding of the social, economic, and political development of San Mateo County, (2) an opportunity to study first-hand the functions and institutions of county and city government, and (3) historical research techniques, using local primary sources of information whenever possible. An original individual historical research project on some aspect of San Mateo County's past or present is the focal point of this course. 3 lecture hours per week.

**32 SPANISH SPEAKING PEOPLES IN THE UNITED STATES (3).** The entrance, growth and development of the Spanish speaking peoples in the United States. Their specific contributions in the political, economic and historical growth of America will be explored with emphasis on their achievements. 3 lecture hours per week.

**33 THE AFRO-AMERICAN IN U.S. HISTORY (3).** *Prerequisite: None. History 17a or sophomore standing is strongly recommended.* Social, economic and political facts as they relate to the Afro-American. Race relations will be analyzed and special emphasis will be given the history of the Afro-American. 3 hours per week.

**36 HISTORICAL RESEARCH IN THE MINORITY COMMUNITIES (3).** *Prerequisite: An ethnic history or culture course.* How to do research and deal with such questions as "What is history?" Most of the students will be involved in what is termed "oral" research; that is, interviewing people in the community and organizing and transcribing the materials for use in historical research. 3 lecture hours per week.

**40 HISTORY OF PROTEST IN THE U.S. SINCE THE CIVIL WAR (3).** Issues that have tended to divide and alienate many people in the United States since the end of the Civil War, including both conservative protest movements (American Protective Association, Ku Klux Klan, etc.) and liberal to radical protest movements, (farm-based Populists, Middle-class Progressivism, etc.) and especially protests from the

"under-side" (workers, racial minorities, anti-war, etc.) Lectures and group discussions; students will be strongly encouraged to present oral reports on "live items." 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisite: Previous or concurrent work in history and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

## Home Economics

**4 GOURMET FOOD PREPARATION (3).** Menu planning, selection, purchasing and preparation of foods for meals for optimum health and aesthetic enjoyment. Demonstrations, group preparation, tasting, home practice and laboratory testing. Introductory course designed especially for men and women seeking basic understandings and skills. One 3-hour lecture-demonstration per week.

**5 CAREERS IN HOME ECONOMICS (1).** Exploration of areas of employment opportunities in business, government, public service and education. Field trips and discussions with home economists in the field. Review of transfer-school strengths. Professionalism and its responsibilities. One lecture hour per week.

**6 CONSUMER IN THE MARKET PLACE (3).** *Also Social Science 6.* Designed to help the consumer operate in today's complicated market place. Guidelines for intelligent buymanship and money management. Review of consumerism, and the rights and responsibilities of the consumer, including legislation. 3 lecture hours per week.

**7 HOME MANAGEMENT FOR EFFECTIVE LIVING (2).** Management of time, energy, money, equipment and supplies. Emphasis on decision-making in relation to the goals and development of the family and its individual members. Use of case studies, small group discussions and projects with families to test principles. For both men and women. 2 lecture hours per week.

**9 NUTRITION (3).** *Also Biology 9.* Basic concepts of nutrition and their relationship to health of people of all ages with application to family meal planning and food budget. 3 lecture hours per week.

**15 ESSENTIALS OF NUTRITION (3).** *Also Biology 15. Prerequisite: College course in chemistry.* Basic



principles of nutrition. Utilization of food by the body, with emphasis on the role of nutrients in development and maintenance of body processes, including a personal nutritional evaluation. 2 lecture hours and one 3-hour lab per week.

**18 NUTRITION IN HEALTH AND DISEASE (3).**

*Also Biology 18. Prerequisite: Home Economics 9 or Biology 9.* Nutritional aspects of special medical problems including mental illness, obesity, alcoholic malnutrition, pregnancy, dental caries, childhood nutrition; biochemical relationships of metabolism, chemical additives in food and production techniques; overview of eating patterns and cooking techniques worldwide, history of food fads, nutritional advertising and misrepresentation. 3 lecture hours per week.

**20 PROFESSIONAL SEWING TECHNIQUES (2).**

Techniques of clothing construction using professional methods. Emphasis on selection of fabrics and patterns, alterations and fitting. For students with little or no experience in clothing construction. Use of TV demonstrations permit each student to see techniques at close range. One 3-hour lecture-lab period per week.

**21a FASHION SEWING (3).** Experiences with all types of fabrics including knits, fake fur, vinyl, leather, lingerie, stretch and wool using professional techniques. Emphasis on pattern selection, alteration, principles of color and design, individuality and creativity. Two garments will be constructed. Two 3-hour lecture-lab periods per week.

**21b CREATIVE FASHIONS, CONSTRUCTION AND DESIGNING (3).**

*Fall semester.* Rapid tailoring and custom dressmaking will emphasize fine finishes. Originality and creativity will be encouraged in elementary designing problems including detailed study of patterns, fabric compatibility, individual fit, alterations, combining patterns, art principles applied to clothing. Two 2-hour lecture-lab hours per week.

**22 TEXTILES (1-3).** From fiber to fabric, from loom to material, from knits to apparel, with emphasis on newer finishes and color application, each step in the textile process will be reviewed and evaluated with regard to the selection, use and care of textiles. Course will be divided into three parts with a unit of credit for each part. 3-lecture hours per week.

**24 FASHION ANALYSIS AND APPAREL SELECTION (2).** Psychological, sociological and economic aspects of apparel selection and fashion coordination. Principles of creative art and design, guides for pur-

chasing, and motivational research to be examined. Recommended for those interested in personal buying and dress, as well as merchandising, fashion retailing, professional and business students. 2 lecture hours per week.

**30 FASHION MERCHANDISING (2).** *Evening College.*

**35 CHILD IN THE HOME (3).**

*Also Social Science 35. Prerequisite: Completion of or concurrent enrollment in Psychology 1a.* Emotional, social, intellectual, and physical development of children to six. Understanding the young child, the point of view of a child, individual differences, implications for later behavior and personality growth; emerging resources for coping with the world; and concrete analysis of contemporary parents' concerns. 3 lecture hours per week.

**36 LIFE CYCLE: INDIVIDUALS AND FAMILIES (3).**

*Also Social Science 36.* Understanding of self and social development which affect readiness for adulthood and family interactions. Developmental concerns from birth to death and changes in the family structure, as well as crisis situations, such as marriage, divorce, suicide, alcoholism, drugs, aging and death. 3 lecture hours per week.

**37 SOCIOLOGY OF WOMEN (3).**

*Also Social Science 37.* Examination of the historical, socio-economic, psychological, social, biological, political, emotional and intellectual factors influencing women and their roles in society. 3 lecture hours per week.

**39a-39b COMMUNICATION IN HOME ECONOMICS (3).**

Student will be given practice communicating with television (closed and open circuit), radio photography, graphics for television. Application to business, home economics, social service and government work. Individual projects will be selected by student preference. May be repeated for credit. 2 lecture hours per week and one 3-hour lab in TV studio.

**40 YOUR HOME AND YOUR ENVIRONMENT (3).**

*Also Interior Design 1.* Study of environment of today's house, with experiences in use of line, form, color and design. Evaluating, purchasing, and creating furnishings with both dollars and aesthetics in mind. Analysis of today's house and its contribution to human growth and satisfaction. Each student selects a personal project in home planning and furnishing. 3 lecture hours per week.



**41 INTERIORS (3).** *Also Interior Design 2.* Experience in designing interiors for beauty and function using application of art principles. In-depth study of home furnishings for good design, color, texture, harmony, and function. Student designing project may be personal or for client. 3 lecture hours per week.

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Students working in television; cable; fashion merchandising; home furnishings merchandising; fashion, home furnishings, or clothing manufacturing; home management, food and child care employed in individual homes, may enroll for credit and instructional help through supervision.

**49 INDIVIDUAL PROJECTS (1-2).** By special arrangement with instructor, projects may be developed in television, radio, public relations, journalism, as related to home economics in business today; or public service projects with schools, public agencies, or individuals may be developed with student involvement, or individual projects related to home economics.

**55 HOME DECORATION (2).** *Evening College.*

**60 TEXTILE ARTS (2).** *Evening College.*

**65a CLOTHING CONSTRUCTION (1).** *Evening College.* Principles of professional and custom dressmaking designed for the non-major and for part-time students from the community. Pattern and fabric selection, alterations and fitting, and basic techniques given to develop individual skills. One garment constructed. One 3-hour lab per week.

**65b CLOTHING CONSTRUCTION (1).** *Evening College.* *Prerequisite: 65a or consent of instructor.* Professional tailoring and advanced dressmaking for the more skilled individual, non-majors, and part-time students from the community. Pattern alteration, fabric suitability study, line and design for the individual, color selection. Some custom techniques taught. Two garments constructed. One 3-hour lab per week.

**80 THE CHILD AND THE FAMILY (0).** *Evening College.*

**81 INTRODUCTION TO PRESCHOOL EDUCATION (2).** *Evening College.*

**82-83 YOUR CHILD'S WORLD (1-1).** T.V.

**90-92 BUYING GAME (1-2).** T.V.

## Interior Design

**1 YOUR HOME AND YOUR ENVIRONMENT (3).** *Also Home Economics 40.* Study of environment of today's house, with experiences in use of line, form, color and design. Evaluating, purchasing, and creating furnishings with both dollars and aesthetics in mind. Analysis of today's house and its contribution to human growth and satisfaction. Each student selects a personal project in home planning and furnishing. 3 lecture hours per week.

**2 INTERIORS (3).** *Also Home Economics 41.* Experience in designing interiors for beauty and function using application of art principles. In-depth study of home furnishings for good design, color, texture, harmony, and function. Student designing project may be personal or for client. 3 lecture hours per week.

**5a DISPLAY DESIGN (3).** Basic design principles applied to 3-dimensional composition. Selection and arrangement of sample merchandise for home furnishing, fashion apparel and general merchandising display. Basic display techniques. Recommended for merchandisers in small businesses as well as personnel of large retail operations. 3 lecture hours per week.

## Interdisciplinary Studies

**AMERICAN STUDIES English 1a-b/History 17a-26 (6-6).** In the context of the American experience, certain ideas continue to manifest themselves. Social, religious and intellectual histories provide the connections between ourselves and the people of our past. The course concentrates on the "human," not just political, military and economic history of the nation. How have Americans reacted to the concepts of "power to the people," individualism, religious separatism and "the promised land"? The main literary expressions of the time will be examined and discussed towards exploring the problems unique to this country. Students must enroll in both courses; the course is team-taught. Satisfies the general education requirements in English and American Institutions. 5 hours per week plus 1 additional hour by arrangement.

## Journalism

**1 INTRODUCTION TO JOURNALISM (3).** Study of the historical background and modern functioning of the press (newspaper, radio, magazine, television) in a democratic society, and the virtues and shortcomings of each. The rights and duties of journalists, and the legal limits of the liberty of the press are studied. 3 lecture hours per week.



**2 NEWSWRITING (3).** *Prerequisites: Journalism 1 and enrollment in English 1a.* A study of the techniques of news gathering, judging news values, and of writing the news story. For practical experience, the students write for the College paper, thus preparing them for future newspaper work. Since awareness of himself and his environment is essential to the development of any professional journalist, some in-class and out-of-class awareness exercises will be included in this basic newswriting course. 2 lecture hours and 2 lab hours per week.

**15 NEWSPAPER PRODUCTION (2).** *Prerequisites: Journalism 2 (may be taken simultaneously) and permission of instructor.* Production of the student newspaper and instruction in principles of responsible editorial decision making. Discussion and criticism of staff organization and newspaper content. May be repeated for credit. 4 hours per week.

**16 BROADCAST NEWS (2).** *Prerequisites: Journalism 1 and 2.* Preparing and producing news shows for radio or television. The results of the course will be a five-minute news show to be presented three to five times per week in the College cafeteria. 1 lecture hour and 4 lab hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Journalism and college English; approval of instructor and the Chairman of the English Division.* Students will present a paper or papers dealing with a specific topic in journalism, a topic beyond the scope of offered courses. Hours by arrangement.

## Management

Management courses for certificate and AA degree program. (Evening College)

Mgt. 47	Cooperative Education
Mgt. 50	Financial Management
Mgt. 52	Report Writing
Mgt. 54	Management Communications
Mgt. 55	Dynamics of Group Communications
Mgt. 61	Industrial Relations
Mgt. 63	Planning, Budgeting & Control
Mgt. 65	Business & Industrial Economics
Mgt. 71	Materials Management
Mgt. 72	Motion Study & Method Analysis
Mgt. 77	Industrial Engineering Methods
Mgt. 80	Management of Human Resources
Mgt. 85	Organizational Behavior
Mgt. 90	Office Management & Procedures
Mgt. 91	Sales Management

Mgt. 92	Techniques of Supervision
Mgt. 93	Leadership in Organization
Mgt. 94	Creative Problem Solving
Mgt. 96	Organization for Management
Mgt. 99	Introduction to Business Management
Mgt. 105	Supermarket Organization
Mgt. 106	Supermarket Merchandising
Mgt. 110	Public Services
Mgt. 111	Public Administration Management
D.P. 65	Data Processing for Managers
Q.C. 61	Introduction to Quality Control

## Mathematics

The normal sequence of mathematics courses at Cañada College is 11,12,19, 20,21,28, 29,30,31, 32,34. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence. If the student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he would normally be eligible.

In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his transcript.

Prerequisites for the various courses are detailed in the descriptions which follow. Where reference is made to mathematics of high school level, this means college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school.

A student who wishes to enroll in Mathematics 31,32,34 and who has not had the prerequisite course must have the approval of the division chairman. Likewise, questions regarding equivalency of courses, transfer credit and the like, should be referred to the chairman.

**5 PRE-ALGEBRA (2).** Review of the fundamental processes in arithmetic; reading mathematical notation; translating words into symbols; properties of the real number system. 2 class hours per week.

**10 INTRODUCTION TO MATHEMATICAL CONCEPTS (3).** The basic ideas of mathematics and their historical development; number, function, logic, sets; the relationship of traditional and contemporary mathematical thought. Material presented is non-computational in nature. Satisfies General Education requirements in part. 3 class hours per week.

**11 ELEMENTARY ALGEBRA (5).** Elementary Algebra through quadratic equations. Satisfactory completion of this course will fulfill in part the mathematics entrance requirements of the universities. 5 class hours per week.



**11a-11b ELEMENTARY ALGEBRA (3-3).** The two courses, Mathematics 11a-11b, are equivalent to Mathematics 11. Recommended for those who have not previously had elementary algebra. 3 class hours per week.

**12 GEOMETRY (5).** *Prerequisite: Mathematics 11 with a grade of C or better, or two semesters of high school level mathematics with grades of C or better.* A study of the properties of plane and solid figures, using formal logic and the real number system. Some non-Euclidean, projective and topological elements are included. Satisfactory completion of this course will fulfill in part the mathematics entrance requirements of the universities. 5 class hours per week.

**13 ELEMENTARY FINITE MATHEMATICS (3).** *Prerequisite: Mathematics 20 or equivalent.* Introduction to finite mathematics with attention to set theory. Boolean Algebra, switching circuits, probability, systems of linear equations, vector and matrix notations and operations. Required of all Data Processing majors. 3 hours of lecture per week.

**16 BASIC CONCEPTS OF MATHEMATICS (3).** General education course designed for the liberal arts student who desires an appreciation and understanding of the basic structure of mathematics. Subject matter will include the development of the real number system by intuitive and semi-rigorous methods; discussion of sets, logic, axiomatics, systems of numeration, history and development of arithmetic, arithmetic processes, inductive and deductive reasoning. Meets requirements of California Administrative Code for the elementary school credential. 3 class hours per week.

**17 INTRODUCTION TO SYMBOLIC LOGIC (3).** *Also Philosophy 12. Prerequisite: English 1a or consent of instructor.* The course divides into three parts: (1) survey of the traditional Aristotelian logic of the categorical statement and syllogism; (2) fairly complete treatment of modern symbolic propositional logic; (3) brief introduction to (first-order) symbolic predicate logic. If time permits, some discussion of Russell's paradox, Godel's incompleteness theorem, and the impact of each on the development of 20th Century logic, will be introduced. 3 hours lecture/self-study per week.

**18 INTRODUCTION TO COMPUTER PROGRAMMING (3).** *Prerequisite: Mathematics 11 with grade of C or better; or two semesters of high school algebra with grades of C or better. (Some typing skill is recommended but not required.)* Basic principles of computer programming including elementary

flow-charting techniques; elements of programming coding in BASIC. Students will write and test computer programs coded in BASIC using "hands-on" time-share terminals. 3 class hours per week.

**19 INTERMEDIATE ALGEBRA (5).** *Prerequisites: Mathematics 11 and Mathematics 12 with grades of C or better, or four semesters of high school mathematics with grades of C or better.* Extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, introduction to theory of equations. Mathematics 19 is designed primarily for those students whose elementary algebra is weak. It allows time for review of elementary algebra and a slower development of new ideas. 5 class hours per week.

**20 INTERMEDIATE ALGEBRA (3).** *Prerequisites: Mathematics 11 and Mathematics 12 with grades of B or better, or four semesters of high school mathematics with grades of B or better.* Extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, introduction to theory of equations. 3 class hours per week.

**21 ANALYTICAL TRIGONOMETRY (3).** *Prerequisite: Mathematics 20 (or equivalent) with a grade of C or better; or six semesters of high school mathematics with grades of C or better.* Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions, logarithms; solution of triangles; complex numbers and De Moivre's theorem. 3 class hours per week.

**23a-23b CALCULUS FOR NATURAL, SOCIAL SCIENCES AND BUSINESS (4-4).** *Prerequisite for 23a—High School preparation including two years of algebra, one year of geometry and one semester of trigonometry with grades of C or better or Math 20 and consent of instructor. Prerequisite for 23b—Math 23a with a grade of C or better.* A two semester sequence that will provide the students of business, social sciences, technology and life sciences with a working knowledge of basic techniques of both differential and integral calculus. Concepts essential to that aim will be chosen in analytic geometry, limits, differentiation, integration, extrema, partial derivatives and in other selected topics. This sequence of courses may not be substituted for the Mathematics 30 sequence for mathematics, physics or engineering majors. However,



it is suitable for students majoring in technical engineering. 4 class hours per week.

**25 FORTRAN PROGRAMMING WITH INTRODUCTION TO NUMERICAL AND STATISTICAL METHODS (3).** *Prerequisites:* Math 28 or 29 with grade of C or better, or Math 23b with grade of C or better, or high school preparation including two years of algebra, one year of geometry and one semester of trigonometry with grades of C or better. FORTRAN IV programming; numerical methods applicable to modern electronic computers including approximation of roots, solution of systems of equations, Newton's method, descriptive statistics, matrix manipulations and simulation through the use of random numbers. Students write and test a variety of computer programs chosen from the above topics. 2 lecture hours and 3 lab hours per week.

**28 COLLEGE ALGEBRA (3).** *Prerequisites:* Mathematics 21 or equivalent with grade C or better; or high school preparation including two years of algebra, one year of geometry and one semester of trigonometry with grade of C or better. Study of more advanced algebra including such topics as theory of equations, complex numbers, logarithmic and exponential functions, matrices, vectors, binomial theorem, sequences. 3 class hours per week.

**29 MATHEMATICAL ANALYSIS (5).** *Prerequisite:* Mathematics 21 or equivalent with a grade of C or better; or seven semesters of high school level mathematics with grades of C or better. Unification of college algebra and analytical trigonometry based on the function concept. Topics include properties of the real number system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequences, inverse functions. 5 class hours per week.

**30 ELEMENTS OF ANALYTICAL GEOMETRY AND CALCULUS (5).** *Prerequisite:* Mathematics 28 or 29 with a grade of C or better; or Mathematics 19 or Mathematics 20 and Mathematics 21 with a grade of B or better; or seven semesters of high school level mathematics, each with a grade of B or better. Basic concepts of calculus. Includes plane analytic geometry, differentiation, integration, differentials and anti-derivative; formulas; application. 5 class hours per week.

**31-32 CALCULUS (5-4).** *Prerequisites:* To enroll in Mathematics 31, completion of Mathematics 30 (or equivalent) with a grade of C or better. The student may then progress through this series of two courses if

he continues to earn grades of C or better. Further development of the basic theory of differential and integral calculus as applied to circular, hyperbolic, logarithmic and exponential functions; extension of the techniques of integration; polar coordinates; vectors; infinite series; solid analytic geometry; partial differentiation; multiple integration. 5 class hours per week for Mathematics 31 and 4 class hours per week for Mathematics 32.

**34 ORDINARY DIFFERENTIAL EQUATIONS (3).** *Prerequisite:* Mathematics 32 (or equivalent) with a grade of C or better. When approved by the instructor, may be taken concurrently with Mathematics 32. Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series, numerical methods. Fourier series, Laplace transform; applications. 3 class hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites:* Mathematics 30 or equivalent; permission of the instructor. Directed individual study of a suitable topic in mathematics, or construction of a model useful in the study or teaching of mathematics. Hours by arrangement.

**51 SLIDE RULE AND METRIC SYSTEM (1/2 - 1 1/2).** *Credit/no credit.* Study of the development and the theory of the slide rule. The slide rule portion is divided into two parts: (a) scientific notation, exponents, estimation, ratio and proportions and calculations using the C,D,CI,K,A,B, scales. (b) the S,T,ST, and LL scales with applications. The third portion of the course is the metric system, comparison of the metric and the English systems and applications. Each portion is a four-week session of 2 lecture hours per week.

## Meteorology

**1 ELEMENTARY METEOROLOGY (3).** Basic course including physical phenomena associated with weather analysis and prediction. This course meets the general education requirements for physical science at many colleges and universities. 3 lecture hours per week.

## Military Science

(Reserve Officers Training Corps)

**1a DEFENSE ESTABLISHMENT IN NATIONAL SECURITY (2).** Study of the history, mission and organization of ROTC, techniques of marksmanship, causes of war, evolution of weapons, and factors of national power, progressive training in leadership and



command. 1 lecture hour and 1 leadership lab per week.

**1b DEFENSE ESTABLISHMENT IN NATIONAL SECURITY (2).** Study of the principles of war; history, mission and organization of the Department of Defense; and introduction to leadership. 1 lecture hour and 1 leadership lab per week.

**2a BASIC TACTICS (2).** *Prerequisite: Military Science 1b.* Map and aerial photograph reading. Instruction in military operations and basic tactics. Progressive training in leadership and command. 1 lecture hour and 1 leadership lab per week.

**2b BASIC TACTICS (2).** *Prerequisite: Military Science 2a.* Continuation of Military Science 2a. 1 lecture hour and 1 leadership lab per week.

## Music

The courses of the Music Department are designed to fill the needs of the music major or professional musician as well as the desires of students for general education, avocation and recreation. Professional musicians, private teachers and others qualified are welcome to such theory classes as are desirable. The department will maintain a flexibility which will allow the addition of other courses upon demand of a sufficient number of students. Recitals by students and professional musicians are available. Attendance forms part of the requirement for music students. Courses marked with an (x) are especially recommended for any member of the community interested in adult education and effective use of leisure time.

**Auditions:** Students majoring in music will audition before the music faculty to prove necessary competence in the chosen solo performing area. Auditions may be repeated at the end of each semester to display progress.

**1 (x) MUSICIANSHIP (2).** *Prerequisite: Some pianistic ability desirable.* Music notation, keys, key signatures, intervals, sight reading and ear training. 2 hours per week.

**2a-2b ADVANCED MUSICIANSHIP (2-2)**  
*Prerequisites: 2a—Music 1 or its equivalent; 2b—2a.* Continuation of Music 1. Six units of Musicianship are recommended for students majoring in Music. Emphasis is on ear training and sight reading. 2 hours per week.

**4a-4b HARMONY (3-3).** *Prerequisites: Music concentration, usually taken concurrently with Music 1, 2a.*

*Some piano ability is essential. Music 4a is a prerequisite for Music 4b.* Study of chords and their relation to each other, to develop the ability to harmonize melodies on paper or at the keyboard. 4a-4b carry the student from simple triads through and including chords of the dominant seventh. 3 hours per week.

**5a-5b ADVANCED HARMONY (3-3).** *Prerequisite: Music 4a-4b.* Deals with chords of seventh and ninth, altered chords and modulations, and arranging for various vocal and instrumental groups, and original composition. 3 class hours per week.

**6 MUSIC APPRECIATION AND SURVEY (3).** Music literature and history with emphasis on the understanding and appreciation of the art. A text, illustrated lectures and directed listening constitute the procedure of the course. One hour per week directed listening in the library is required. Material covered includes instrumental and vocal music from the 14th to the 20th Century. This course is for non-music majors as well as music majors. 3 lecture hours per week and 1 lab hour per week.

**8 (x) FUNDAMENTALS OF MUSIC (3).** Basic musical skills—singing, ear training, reading music notation, and harmonization of simple melodies. May not be applied toward the degree by the student whose major is music. Suggested for music majors who do not read music easily as a preliminary course to Music 1 and 4. Suggested for the elementary classroom teacher. 3 lecture hours per week.

**9 PHYSICS OF SOUND AND MUSIC (3).** *Also Physics 9. Prerequisite: None, high school algebra suggested.* Lectures with experimental demonstrations emphasizing the nature of sound, music and related wave phenomena. A weekly laboratory period studying musical instruments, overtones, resonance, pitch and recording techniques. 2 lecture hours per week and 1 three-hour lab per week.

**10 (x) INTRODUCTION TO RELATED ARTS (3).** *Also Art 10.* Basic elements of visual arts, music and theatre. An investigation of motivations, functions and relationships of the arts. 3 lecture hours per week.

**11a-11b-11c-11d (x) PIANO (1-1-1-1).** *Prerequisite: Consent of instructor.* A course in applied music with stress on technical and interpretive skills. Individual attention and advancement. Grades will be determined by jury audition. 3 hours per week.



**12a-12b-12c-12d ADVANCED PIANO (1-1-1-1).**

*Prerequisite to each semester will be successful completion of jury examination.* Advanced problems of performance. Literature covered and specific requirements may be obtained from the Fine Arts Division office. This course is a parallel course to the applied music major study at California state colleges. 3 class hours per week plus 5 studio hours per week.

**16 ACCOMPANYING (1).**

*Prerequisite: Advanced ability.* Skills and techniques of playing accompaniments for singers, instrumental soloists and choral groups. Performance is an essential of this course. May be repeated for credit. 3 class hours per week.

**19a-19b-19c-19d STUDY OF PERCUSSION INSTRUMENTS (1-1-1-1).**

*Evening College.*

**20 (x) SURVEY OF OPERA (3).**

Lecture with record and film demonstrations. Survey of the history of opera combined with principles and appreciation. 3 lecture hours per week.

**22a-22b-22c-22d (x) ORCHESTRA (2-2-2-2).**

*Prerequisite: Consent of instructor; open to all students of the College.* Standard chamber and symphonic literature. 5 hours per week.

**23a-23b-23c-23d (x) SYMPHONIC BAND (2-2-2-2).**

*Prerequisite: Consent of instructor; open to all students of the College.* Study and performance of music for concert band. Performance is required. 5 hours per week.

**24a-24b-24c-24d STUDY OF BRASS INSTRUMENTS (1-1-1-1).**

*Prerequisites: Concurrent enrollment in Music 22 or Music 23, or consent of instructor; concurrent enrollment in Music 99 (Studio Hours) is required.* Techniques of playing the instrument of the student's choice, with individual instruction. The course may be repeated for credit. Grades will be determined by jury audition. 3 class hours per week.

**25a-25b-25c-25d STUDY OF WOODWIND INSTRUMENTS (1-1-1-1).**

*Prerequisites: Concurrent enrollment in Music 22 or Music 23, or consent of instructor; concurrent enrollment in Music 99 (Studio Hours) is required.* Techniques of playing the instrument of the student's choice, with individual instruction. Grades will be determined by jury audition. 3 class hours per week.

**26a-26b-26c-26d STUDY OF STRING INSTRUMENTS (1-1-1-1).**

*Prerequisites: Concurrent enrollment in Music 22 or consent of instructor; concurrent enrollment in Music 99 (Studio Hours) is required.* Techniques of playing the violin, viola, cello or string bass, with individual instruction and ensemble playing. Grades will be determined by jury audition. 3 class hours per week.

**27a-27b-27c-27d (B-S-W) INSTRUMENTAL ENSEMBLE (1-1-1-1).**

*Prerequisite: Adequate performing ability to secure consent of the instructor.* The letters B, S, and W indicate Brass, String and Woodwind. Performance is required. 3 hours per week.

**28a-28b-28c-28d ADVANCED STUDY OF BRASS INSTRUMENTS (1-1-1-1).**

*Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 22 or 23 or consent of instructor; concurrent enrollment in Music 99 (Studio Hours) is required.* Advanced problems of performance. Literature covered and specific requirements may be obtained from the Fine Arts Division office. This course is a parallel course to the applied music major study at California state colleges. 3 class hours per week plus 5 studio hours per week.

**29a-29b-29c-29d ADVANCED STUDY OF WOODWIND INSTRUMENTS (1-1-1-1).**

*Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 22 or 23 or consent of instructor; concurrent enrollment in Music 99 (Studio Hours) is required.* Advanced problems of performance. Literature covered and specific requirements may be obtained from the Fine Arts Division office. This course is a parallel course to the applied music major study at California state colleges. 3 class hours per week plus 5 studio hours per week.

**30a-30b-30c-30d ADVANCED STUDY OF STRING INSTRUMENTS (1-1-1-1).**

*Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 22 or consent of instructor; concurrent enrollment in Music 99 (Studio Hours) is required.* Advanced problems of performance. Literature covered and specific requirements may be obtained from the Fine Arts Division office. This course is a parallel course to the applied music major study at California state colleges. 3 class hours per week plus 5 studio hours per week.

**31a-31b-31c-31d STAGE BAND LAB (1/2-1/2-1/2-1/2).**

*Prerequisite: Consent of instructor.* Rehearsal and



study of standard literature for stage band and dance band. Stresses ensemble and improvisation as well as styles. May be repeated for credit. 1½ lab hours per week.

**33a-33b-33c-33d (x) A CAPPELLA CHOIR (2-2-2-2).** *Prerequisite: Consent of the instructor.* Study and performance of choral literature for accompanied and unaccompanied choir. Performance is required. 5 hours per week.

**34a-34b-34c-34d (x) COLLEGE CHORALE (1-1-1-1).** *Prerequisites: Consent of instructor after audition, concurrent registration in Music 33.* An advanced ensemble which specializes in the performance of fine choral literature for small choir. Members are selected by audition from the enrollment of the A Cappella Choir. Performance is a part of the course. 3 hours per week.

**35a-35b-35c-35d (x) CANADA COLLEGE ORATORIO CHORUS (1-1-1-1).** *Evening College.*

**36a-36b-36c-36d SOLO VOICE (1-1-1-1).** *Prerequisite: Concurrent enrollment in Music 33 or 34 or consent of instructor.* Vocal problems analyzed and corrected through exercises and songs. Class sessions with private help by appointment. Grades will be determined by jury audition. 3 class hours per week plus 5 studio hours per week.

**37a-37b-37c-37d ADVANCED SOLO VOICE (1-1-1-1).** *Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 33 or 34 or consent of instructor.* Advanced problems of performance. Literature covered and specific requirements may be obtained from the Fine Arts Division office. This course is a parallel course to the applied music major study at California state colleges. 3 class hours per week plus 5 studio hours per week.

**40 MUSICAL THEATRE (1-3).** *Spring semester. Prerequisite: Consent of instructor after audition.* Training in chorus instrumental and solo parts of staged musical shows. Units depend on the hours the part demands. May be repeated for credit. One class hour per week per unit.

**41 MUSIC RECITALS (½).** Open to all students. A listening course to acquaint students with musical literature as performed by professional musicians and advanced students in the area. Music majors are required to complete four semesters. One hour per week.

**42 CONDUCTING (CHORAL CONDUCTOR'S WORKSHOP) (1).** *Evening College.*

**43 (x) STUDY OF CLASSICAL GUITAR (1).** *Evening College.*

**44 FINE ARTS FOR CHILDREN (3).** *Also Art 44. Evening College.*

**45 MUSIC OF THE WORLD (3).** *Evening College.*

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Sophomore standing and permission of Chairman of the Fine Arts Division.* Special projects in such fields as experimental media or tours of world music centers. Hours by arrangement.

**51 (x) PIANO TUNING AND TECHNOLOGY (4).** *Evening College.*

**99 STUDIO HOURS (0).** Supervised studio hours in connection with Music 24, 25, 26, 28, 29, 30. Hours by arrangement.

## Nursery School

**11a EARLY CHILDHOOD EDUCATION: NURSERY SCHOOL PRINCIPLES AND PRACTICES (3).** *Also Psychology 11a.* Nature and goals of early childhood education. Evolution and exploration of various models of pre-schools and follow-through project. Exploration of the philosophic position, personalities and forces guiding the development of these early childhood programs. 3 lecture hours per week.

**11b EARLY CHILDHOOD EDUCATION CURRICULUM (3).** *Also Psychology 11b.* Selecting, developing, and managing activities for young children. Developing skills in providing adequate and effective education. Learning and values inherent in children's play. Exploration of creative activities and growth experiences through art, music, language development, dance, science, and math. 3 lecture hours per week.

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Supervised field experience by arrangement.

## Nursing

**62 X-RAY (3).** *Prerequisite: Anatomy 62a with a grade of "C" or better.* Knowledge, skills and terminology of nursing procedures for the X-ray technologist. Patient care, ethics, and radiological techniques are stressed. 3 hours of lecture and discussion per week.



## Philosophy

**6 INTRODUCTION TO PHILOSOPHY (3).** The student has the choice of completing Philosophy 6 in either of the following options: **6a**—Emphasis will be on assisting the student to begin the task of formulating his own individual "philosophy of life" by means of the concentrated study of two philosophies, one theistic and one not, in which the ethical and socio-political aspects would be highlighted. **6b**—Emphasis will be on the process of self-discovery and self-criticism: philosophy as an analytical tool for conceptual clarification, a "psychoanalysis" of the student's belief system as it is made explicit in response to selected reading especially in the area of ethical and political philosophy. 3 lecture hours per week.

**7 CONTEMPORARY PHILOSOPHY (3).** Emphasis is on acquaintance with contemporary trends in philosophy and their impact on social, political, economic and religious movements. Various schools that might be chosen for presentation include: Idealism, Existentialism, Marxism, Maoism, Christian Philosophy, Logical Positivism, Pragmatism, Utilitarianism, Contemporary Analysis. 3 lecture hours per week.

**12 INTRODUCTION TO SYMBOLIC LOGIC (3).** *Also Math. 17. Prerequisite: English 1a or consent of instructor.* The course divides into three parts: (1) survey of the traditional Aristotelian logic of the categorical statement and syllogism; (2) fairly complete treatment of modern symbolic propositional logic; (3) brief introduction to (first-order) symbolic predicate logic. If time permits, some discussion of Russell's paradox, Godel's incompleteness theorem, and the impact of each on the development of 20th Century logic, will be introduced. 3 hours lecture/self-study per week.

**20 HISTORY OF PHILOSOPHY—ANCIENT AND MEDIEVAL PHILOSOPHY (3).** The history of Western philosophy from ancient to early modern. Selections from representatives of philosophers and/or schools of philosophy during this period will be examined. Pre-Socratics; philosophy of the Roman world; Christian and early rationalist thought are some to be studied. The concern will be with an analysis of various philosophers' attempt during this period to resolve certain fundamental metaphysical, epistemological and ethical questions. 3 lecture hours per week.

**21 HISTORY OF PHILOSOPHY—MODERN AND EARLY CONTEMPORARY PHILOSOPHY (3).** Western philosophy from late 17th Century to early

20th Century. Selections from various philosophers and/or schools of philosophy will be chosen for examination and analysis. The concern will be their epistemological, metaphysical and ethical systems that developed and advanced during this period. Philosophies of Spinoza, Leibniz, the British Empiricists, Kant, Hegel and other idealists will be studied. Other schools of philosophy, early Existentialism, Marxism and Logical Positivism will also be considered. 3 lecture hours per week.

**23 INTRODUCTION TO ETHICS (3).** *Prerequisite: Philosophy 6, or English 1a, or consent of instructor.* The traditional theories of the good life and moral obligation and their application to typical problems of individual and social behavior. Theories discussed include: Epicureanism, Stoicism and Hedonism; the "Nicomachean Ethics" of Aristotle; Augustinianism; the theistic approbativism; Kantianism, the consequentialism of John Stuart Mill and other Utilitarians; the intrinsicism of G. E. Moore; Plato's views on the ideal of a classless society; the capitalistic and libertarian views of the ideal society. 3 lecture hours per week.

**24 INTRODUCTION TO RELIGION: RELIGION OF THE WORLD (3).** The history and development of the great religions of the world; their cultural background, their basic tenets, their religious practices, their literature and art, and their impact on the society and culture of which they are a part. The course gives equal emphasis to the history and anthropology of religion, the western religions, and the eastern religions. 3 lecture hours per week.

**25 WESTERN RELIGIOUS PHILOSOPHY (3).** Investigation of the questions arising in the western Judaeo-Christian tradition: the existence of God, including appeals to rational arguments, revelation, miracles, authority, faith, mystical experience; the nature of God and the problem of evil; the relationship between religion and moral convictions, and between religion and science; the problem of immortality. A substantial amount of time will be spent on Hebraic and Christian theology including the teachings of Moses, Isaiah, Paul, and John the Evangelist. 3 lecture hours per week.

**28 INTRODUCTION TO THE PHILOSOPHY OF SCIENCE (3).** *Prerequisite: One course in philosophy and/or science or mathematics, or permission of instructor.* Elementary treatment of the structure and orientation of the positive sciences; the role of observation and laws, inductive and deductive evidence, hypothesis and theory, in the logical structure and



historical development of the sciences; the mathematicization of science. Typically the sciences considered would include mathematics, physics, either biology or psychology and one other (e.g., economics, anthropology, cosmology, etc.) 3 lecture hours per week.

**35 ASIAN PHILOSOPHY (3).** *Prerequisite: Philosophy 6, 24, or History 9a or 9b strongly recommended.* Introductory course in the philosophical development in the major Asian countries-China, India and Japan. The general concern will be given on the philosophical development of these countries rather than religious involvement. The course is not merely to provide a survey of the philosophical systems of the past. Special attention will be given to the 20th Century Asian thinkers and how their ideas shape the Asian minds inside and outside of Asia. 3 lecture hours per week.

**38 ADVANCED SEMINAR IN PHILOSOPHY (3).** *Prerequisite: Two other courses in philosophy.* Designed to provide an opportunity for philosophy majors and others who meet requirements to pursue some more advanced problems in philosophy (especially in Epistemology). 3 lecture hours per week.

**48 SPECIAL TOPICS (1-3).** A course on topics of contemporary interest designed to provide a means for discussing changing knowledge and important issues in philosophy. Specific subject matter will vary from semester to semester and is announced in advance. 1 to 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in philosophy and the consent of the instructor and the Social Science Division Chairman.* Specific individual study of directed research in specific problem areas.

## Physical Education

(Men, Women, Coed)

In accordance with the provisions of District policy all students attending on a full-time basis, except those excused, are required to take at least two semesters of Physical Education within the first four semesters with at least one course by the second semester and the second course by the fourth semester.

A student registered in a Physical Education activity who claims exemption from Physical Education by reason of physical disability must file with the College Health Counselor a statement attesting to the disability by a physician.

A student may elect more than one Physical Education general service class or repeat a class.

Enrollment in varsity athletics satisfies the Physical Education requirement for the semester.

The Physical Education courses listed below are for men or women or are coeducational as shown in parentheses following the unit value of the course (M,W,C).

## VARSITY SPORTS

These courses are designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary qualifications. The passing of medical and physical examinations and the consent of the coach are necessary before actual participation is started. Varsity awards are granted for all sports.

**3 VARSITY BASEBALL (2) (M).** *Prerequisite: Permission of the coach.* Intercollegiate competition in the Camino Norte Conference and participation in regional tournaments, Northern California playoffs and the State J.C. Championships when qualified. Daily practices February to May.

**4 VARSITY BASKETBALL (2) (M).** *Prerequisite: Permission of the coach.* Intercollegiate varsity basketball competition in the Camino Norte Conference and participation in regional tournaments. Daily practices October 15 to March 15.

**5 VARSITY CROSS COUNTRY (2).** *Prerequisite: Permission of the coach.* Intercollegiate competition in the Camino Norte Conference and participation in dual meets, triangulars, invitationals, league meet, and Northern California and State Championships as qualified. Daily practice, September to December.

**6 VARSITY GOLF (2) (M).** *Prerequisite: Permission of the instructor.* Intercollegiate competition in the Camino Norte Conference and participation in dual matches, invitationals and the conference championships. Team members will also participate in the Northern California and State Championships as qualified. Daily practices February to May.

**7 VARSITY SOCCER (2) (M).** *Prerequisite: Permission of the coach.* Intercollegiate competition with four-year institutions and junior colleges in Northern California. League competition in the Western Junior College Soccer Conference. Daily practices from September to December.



**8 VARSITY TENNIS (2) (M).** *Prerequisite: Permission of the instructor.* Intercollegiate competition in the Camino Norte Conference and participation in dual matches, invitationals, league meet, Northern California and State Championships as qualified. Daily practices February to May.

**9 VARSITY WRESTLING (2) (M).** *Prerequisite: Permission of the coach.* Intercollegiate competition in dual matches in the Camino Norte Conference; competition in several regional wrestling tournaments each year including the Camino Norte Conference Meet, the Northern California Meet and the State J.C. Championships. Daily practices October 15 to March 15.

### INTRAMURALS

Supervised intramural sports are scheduled throughout the semester, beginning with the third week. Primary hours are from 11:00 A.M. to 12 Noon on Tuesday and Thursdays. Additional intramural hours may be established as needed for play-offs and make-up contests. Students should consult the Intramural Bulletin Board in the Physical Education building for detailed information concerning activities, days and hours, sign-up instructions, rules and procedures.

As students interest determines the need, intramural programs will be conducted in three and five man basketball, table tennis, badminton, bicycling, soccer, weight lifting, softball, bowling, volleyball, tennis, and flag football.

### THEORY COURSES

**20 THE NATURE AND SCOPE OF PHYSICAL EDUCATION (2) (C).** *For major and minor students in Physical Education and Recreation Education. Not an activity class.* A parallel course to Introduction to Physical Education which is offered in the four-year institutions. This course represents a detailed treatment of academic and professional requirements for physical education preparation, development of aims, objectives and philosophies. Consideration is given to the history of Physical Education as it relates to current developments and programs. Students are required to prepare a term paper, participate in panel discussions, symposiums, laboratory and field experiences. 2 lecture hours per week with assigned lab meetings.

**21 THEORY OF SPORTS OFFICIATING (2) (C).** *Not a general service activity class. For major and minor students in Physical Education and Recreation Education, and does not satisfy the general service class requirement.* Knowledge of rules, techniques and current practices associated with officiating in football,

basketball, softball, baseball, wrestling, soccer, aquatics and track and field. 1 hour of lecture per week with 2 hours of lab experience in general service classes or intramural activities. Enrollees must be available for all hours listed for class meetings.

**22 ISSUES IN SPORT (2) (C).** Introduction to selected diverse contemporary issues in American sport. Sample topics would include: amateurism and/or professionalism in sport, racism in sport, women in sport, sport and education, and the economics of sports. This course is recommended for all Physical Education and Recreation Education majors and minors. 2 lecture hours per week.

### COMPETENCIES COURSES

**25a-25b-25c-25d PHYSICAL EDUCATION COMPETENCIES (2-2-2-2) (W).** See description under 27a-27d.

**26a-26b-26c-26d PHYSICAL EDUCATION COMPETENCIES (2-2-2-2) (M).** See description under 27a-27d.

**27a-27b-27c-27d PHYSICAL EDUCATION COMPETENCIES (2-2-2-2) (C).** *Prerequisite: Enrollees should be major or minor students in either Physical Education or Recreation Education. This course replaces the need of a general service class in physical education and satisfies the graduation and transfer requirement in physical education.* A series of planned activities designed to assist students who are majoring or minoring in Physical Education or Recreation Education to attain the skill level necessary to pass the upper-division competence requirements of the four-year colleges and universities. Emphasis is placed on the development and improvement of the individual's own skill to perform selected activities. Activities include dance, gymnastics, individual sports, combatives, conditioning, activities and team sports. One of this class series is offered each semester for four semesters. 6 hours per week.

### GENERAL SERVICE COURSES

**30 ADULT FITNESS (2) (C).** *Evening College.*

**31 AQUATIC FITNESS (1) (C).** *Students must not be beginning swimmers.* Highly vigorous activities in conditioning in swimming. Some stroke and development work. Class goal is to swim one mile in a half-hour. 2 hours per week.

**32 ELEMENTARY ARCHERY (1) (C).** For beginning archers. Deals primarily with the fundamentals of



target archery. Individual and team competition is used in the Junior Columbia Round. Also included is the basic understanding of rules, scoring, terminology, and care and selection of arching equipment. 2 hours per week.

**33 BACKPACKING (2) (C).** *Designed primarily for the student who is a beginning or intermediate backpacker. The advanced backpacker may enroll.* Instruction will be given in the science of backpacking and living in the wild. Instruction will also be given in the purchase and care of backpacking equipment. Students will be expected to furnish most of their own equipment. Students will also have to demonstrate that they are physically fit in order to participate. The course will include lectures, labs, and overnight trips. 4 hours per week.

**34a ELEMENTARY BADMINTON (1) (M) (C).** Rules and strategies of badminton as well as the fundamentals of grip strokes, footwork and court coverage through drills and competition; testing program in the various skills and techniques are taught; tournaments in singles and doubles are held. 2 hours per week.

**34b INTERMEDIATE/ADVANCED BADMINTON (1) (C).** *Prerequisite: Elementary Badminton or permission of the instructor.* Designed to improve the intermediate and advanced player's skill, knowledge and enjoyment of the game. Emphasis on strategy, tactics, footwork, doubles teamwork and the singles game. 2 hours per week.

**35 ELEMENTARY BASEBALL (1) (M).** *Not open to Canada College baseball lettermen.* Fundamentals of baseball skills combined with game situations. Emphasis will be placed on individual skills and the associated game rules. A testing program will include material on all skills taught and the playing rules. 3 hours per week.

**35b ADVANCED BASEBALL (2) (M).** *Prerequisite: Elementary baseball or varsity letter in baseball.* Fundamentals of baseball with emphasis on strategy, officiating, interpretation of the rules, and team play. Designed for the advanced player. One lecture and 2 lab hours per week.

**36a ELEMENTARY BASKETBALL (1) (M).** *Prerequisites: Enrollees must be beginners in basketball activity. Students who have participated on high school interscholastic teams will not be admitted.* Fundamental skills of basketball play, such as dribbling, passing, shooting, team offense and defense. Knowledge of the playing rules as well as game strategies, will be

taught. Evaluation will be conducted through written and practical examinations on rules and on all skills taught. Round-robin schedules are conducted during the last half of the semester. 2 hours per week.

**36b ADVANCED BASKETBALL (1) (M).** *Prerequisites: Successful completion of Elementary Basketball with approval of the instructor; participation on high school basketball teams of J.V. or varsity level.* Advanced aspects of team offense and defense. Emphasis will be placed on team play through the medium of round robin schedules and tournaments. Evaluation will be conducted through written and practical examinations on rules and skills taught. 2 hours per week.

**37 ELEMENTARY BICYCLING (2). (M) (W).** *Prerequisite: Enrollees must be beginners.* Instruction in the operation of bicycles, safety concepts, rules of the road and participation in cycling programs that involve controlled conditions over diversified terrain. Activities will be geared to the ability of the individual. The testing program will include speed cycling, time trials, endurance tests and maintenance of the bicycle. 4 lab hours per week.

**38 BODY MECHANICS (1) (W).** Instruction designed to assist the individual in moving efficiently, aesthetically and with a feeling of well being. Through a better understanding of the body functions, the individual will be able to develop a personal fitness for his needs. Emphasis on body functions, knowledge, fitness, exercise and charm. 2 hours per week.

**39a ELEMENTARY BOWLING (1) (C).** *For beginning students in bowling.* Learning opportunities will be provided in the stance, approach, release and roll. Participation in a league bowling situation will be required. A working knowledge of bowling rules, scoring and etiquette will be required. Approximate cost: \$15.00 per semester. 2 hours per week.

**39b INTERMEDIATE/ADVANCED BOWLING (1) (C).** *Prerequisite: Women must have at least 110 average; men, at least 125 average.* Participation in advanced league bowling competition; individual scoring statistics are maintained. Approximate cost: \$20.00 per semester. 2 hours per week.

**40 EXERCISE APPRECIATION (1) (M).** Basic conditioning course, which presents a life-long program in exercise appreciation for the promotion and maintenance of one's health. Progressive exercise plans are offered for strength, endurance, flexibility, coor-



dination, balance and agility. Students are expected to reach a level of fitness and to develop the necessary self-discipline to maintain this level. To perform more efficiently with less expenditure of energy and to "push-back" the aging processes are primary objectives of the course. 3 hours per week.

**41 FIELD SPORTS (1) (W).** Class may elect to cover two or more of the following sports: softball, soccer, field hockey, speedball, speed-a-way and flagball. Instruction in basic skills, rules and strategies of each selected sport will be taught. Round-robin competition will be conducted. 2 hours per week.

**42a ELEMENTARY FOLK DANCE (1) (C).** Dance fundamentals and basic skills associated with beginning folk dance activity. Representative dances of many countries are offered. Emphasis on the basic steps and appropriate rhythmical responses. 2 hours per week.

**42b INTERMEDIATE FOLK DANCE (1) (C).** *Prerequisite: Elementary Folk Dance or permission of instructor.* Review of folk dance fundamentals and basic skills; introduction of approximately 30 intermediate dances. Representative dances of many countries, including Spain and Mexico, are presented. 2 hours per week.

**43a ELEMENTARY GOLF (1) (C).** *Prerequisite: Only beginning golfers will be enrolled.* Elementary instruction concerning the techniques, rules, etiquette and philosophy for the beginning golfer. Stance, grip, position, swing and follow-through as associated with selected irons and woods. Most sessions will be held on campus, although some activity is scheduled for local courses and driving ranges. 2 hours per week.

**43b INTERMEDIATE/ADVANCED GOLF (1) (C).** *Prerequisite: Permission of the instructor.* Extension of the fundamentals learned in Elementary Golf; considerable emphasis is placed on the competitive aspects of golf; tournament play is a major part of the course; most sessions are conducted at the Emerald Hills golf course, putting greens, driving ranges, pitch-and-putt areas also utilized. 2 hours per week.

**44 GYMNASTICS (1) (C).** *For beginning students in gymnastic activity.* Elementary concepts of gymnastic activities for beginning students; includes trampolining, side horse, long horse, horizontal bar, parallel bars, pyramid building and tumbling. 2 hours per week.

**45 ELEMENTARY ICE SKATING (1) (C).** *Prerequisite: Enrollees must be beginners.* Instruction

will be provided for all basic movements in ability groups labeled "Alpha" (elementary), "Beta" (intermediate) and "Gamma" (advanced elementary). Attention will be given to skating in pairs, groups, and in figure concepts. Conditioning and basic techniques conducive to maximum safety will be offered. The course will be taught off campus. Students will be required to pay a small fee for use of skates. 2 hours per week.

**46a ELEMENTARY JUDO (1) (M) (W).** *Prerequisite: Enrollees must be beginners in judo activity.* Rules, procedures, techniques of falling, unbalancing, throwing, and combinations of techniques as related to physical development. Emphasis on judo as a sport. 2 hours per week.

**46b INTERMEDIATE/ADVANCED JUDO (1) (C).** *Prerequisite: Successful completion of Elementary Judo at Cañada College or permission of the instructor.* Intermediate and advanced exposure to sport judo and self-defense; special emphasis on advanced conditioning, falling to both sides, refinement of throws, countering and selected new throws and drops. 2 hours per week.

**47 LIFE SAVING (1) (C).** *Prerequisites: The ability to swim 440 yards continuously, demonstrating the crawl, side stroke and breast stroke; standing front dive; surface dive to six-foot depth and swim two body lengths under water; floating.* Progressive skill development in take-offs, approaches, carries, defensive mechanisms, shallow water carries, water safety knowledge and artificial respiration. Red Cross certificate available upon satisfactory completion of the course. 2 hours per week.

**50a ELEMENTARY MODERN DANCE (1) (C).** Basic dance techniques; ballet movement for proper body alignment, balance, flexibility and rhythmic coordination. Small group improvisations discovering new sources of movement will be included. 2 hours per week.

**50b INTERMEDIATE AND ADVANCED MODERN DANCE (1) (C).** *Prerequisite: Successful completion of Elementary Modern Dance, or permission of instructor.* Continuing study of dance experiences with emphasis on movement technique and the elements of composition. 2 lab hours per week.

**51 ADVANCED MODERN DANCE (2) (C).** *Prerequisite: Successful completion of Intermediate and Advanced Modern Dance, or permission of instructor.* Synthesis of previous dance experience. Advanced



modern technique, group improvisations and repertory experience. 4 lab hours per week.

**52 MODERN DANCE PRODUCTION (2) (C).**

*Prerequisite: One or two semesters of Modern or Jazz.* Includes both technique and composition. Students have the opportunity to choreograph their own compositions (dances) for performance. The elements of production — music, make-up, costumes, lighting and staging — are included in this semester's work. A final concert, demonstration or studio rehearsal will culminate the semester's work performed by the students. 4 hours per week.

**53 MODERN JAZZ (1) (C).**

*Prerequisite: Elementary Modern Dance or permission of instructor.* Elementary jazz techniques, foot and leg development, isolation of body parts and a rhythmic appreciation of jazz musicians and music. Solo and group improvisations to selected music will be included. 2 hours per week.

**54 ROPE ACTIVITIES (1) (M).**

This class is designed to offer techniques related to vertical rope climbing, rope skipping, and peg board work. The major emphasis of this class is placed on the development of shoulder girdle structure and the improvement of cardio-respiratory endurance. Students skip rope for speed and techniques. Seventeen vertical rope climbing skills are taught in progressive order. Nine peg boards are utilized for the development of strength as related to hands, wrists, forearms, and legs. Detailed evaluation procedures are followed. Emphasis is placed on the explanation and development of safety procedures. 2 hours per week.

**56 BASIC METHODS AND TECHNIQUES OF SKIN AND SCUBA DIVING (2) (C).**

*Prerequisite: Student must pass instructor's water skills test the first activity class meeting, or hold a current Senior Red Cross Life Saving card or a Water Instructor's card.* Demonstration and practice of skills necessary to become proficient in skin and scuba diving activities and in the proper utilization of scuba gear and its various periphery equipment. Thorough familiarization with those aspects of physics, physiology and mechanics directly related to a basic competency in skin and scuba diving. A basic study of the ocean environment and marine life from the safety, aesthetic and scientific viewpoints. 2 activity hours per week plus out-of-class assignments.

**57 BEGINNING SNOW SKIING (1) (C).**

Instruction will be given on "shorty" skis, with skis advancing in length as skier advances in skills. Downhill skiing skills

such as turns, stopping, traversing and control. No equipment necessary beyond personal clothing. Approximate cost to student: \$130, plus transportation. 3 full weekends on the slopes are a part of the course. 2 hours per week.

**58a ELEMENTARY SOCCER (1) (M).**

*Prerequisite: For beginning students in soccer only.* Basic fundamentals of individual play such as dribbling, heading, shooting, trapping, passing and defensive tactics; participation in game situations and round-robin play; testing program in all soccer skills and rules. 3 hours per week.

**58b ADVANCED SOCCER (1) (M).**

*Prerequisite: Successful completion of Elementary Soccer or permission of the instructor.* Advanced aspects of team play in soccer; extension of elementary skills of play in dribbling, trapping, heading, offensive and defensive tactics; considerable team play is offered. 2 hours per week.

**59 ELEMENTARY SOCIAL DANCE (Ballroom) (1) (C).**

Social dance fundamentals and basic steps: waltz, tango, cha cha, samba, rumba, fox-trot and fad (novelty) dances of today. The etiquette of social dance is emphasized and stress is placed on the individual's development of rhythmical response. 2 hours per week.

**60 ELEMENTARY SOFTBALL (1) (M).**

*Prerequisite: Enrollees must be beginners in softball play.* Fundamentals and play situations of softball. Students participate in game situations and round-robin play. A testing program is included on all rules and skills taught. Regulation "fast-pitch," "lob ball" and "16 inch" play is included. 2 hours per week.

**61 STRIDING (1) (C).**

A course related to the values of walking and striding. Programs of activity will be developed to provide students of all ability levels with progressive walking and striding activity. Proper techniques in the various styles of walking and striding will be presented on a variety of terrains. Continual rhythmic activities involving progression will be provided. The course would be appropriate for all students ranging from the modified/limited level to high-gear programs. 2 hours per week.

**62 TABLE TENNIS (1) (C).**

*Prerequisite: Enrollees must be beginners.* Elementary to intermediate techniques in table tennis play. Students will receive instruction in the skills involving all aspects of play, such as strokes, serving, offensive and defensive aspects, and singles and doubles play. Considerable attention will be



given to rules, formats and etiquette. 2 lab hours per week.

**63a ELEMENTARY TENNIS (1) (C).** *No previous tennis experience necessary.* Basic fundamentals of tennis. Instruction on forehand and backhand groundstrokes, serve and volley. Rules, scoring system, tennis etiquette and basic tactics of singles and doubles. Some competition included toward the end of the semester. Major emphasis on individual improvement. 2 hours per week.

**63b INTERMEDIATE/ADVANCED TENNIS (1) (C).** Designed for the student with prior tennis experience. All strokes and shots presented, including forehand and backhand groundstrokes, serve, volley, lob and smash. Advanced instruction in singles and doubles play. Individual improvement will be the major emphasis. 2 hours per week.

**64 TRAMPOLINE (1) (C).** Trampoline activity for elementary, intermediate and advanced students. Safety skills and fundamental processes of trampolining are taught in the following phases: Phase I—Fundamental bounces, checks, drops, simple combinations, turns, twists and somersaults. Phase II—Continuance of the activities of Phase I plus combinations of front and back somersaults and other intermediate movements. Phase III—The development of techniques in twisting somersaults, advanced routines, trick skills and team bouncing. 2 hours per week.

**65 TUMBLING (1) (C).** Tumbling skills ranging from the beginning level to advanced techniques. Activity is conducted in pyramid building, doubles and group tumbling. Flexibility stunts, agility stunts, balance activities, strength skills and the development of individual routines make up the course offerings. 2 hours per week.

**66a ELEMENTARY VOLLEYBALL (1) (C).** Skills involving the serve, volley, dig, smash and hit taught and practiced. Proper rotation, rules and team play stressed. National volleyball rules of play strictly enforced. An evaluation program in all skills conducted. Tournament play on a round-robin basis. 2 hours per week.

**66b INTERMEDIATE/ADVANCED VOLLEYBALL (1) (C).** *Prerequisite: One semester of college volleyball or instructor's permission.* Designed for students wishing more advanced play and skills of volleyball. Includes a quick review of the dig or bump, volley with footwork, overhand serve. The spike, block

and tumble dig are introduced. All of these skills incorporated into offensive and defensive court play. 2 hours per week.

**67 WATER POLO (1) (M).** *Prerequisite: The ability to swim 50 yards using a "head high" crawl stroke, to swim 50 yards using the breast stroke, to tread water for 3 minutes and to tread water for one minute with the hands out of the water.* Progressive skill development in picking up a ball in the water, passing, receiving, shooting, dribbling and playing the game of water polo. Knowledge of water polo rules and facets of water safety. 2 hours per week.

**68 WATER SAFETY INSTRUCTION (1) (C).** *Prerequisite: Current American Red Cross Senior Life Saving Certificate.* Phase I: Development of effective performance in the nine basic swimming strokes and the various life saving and water safety skills. Phase II: Teaching techniques, methods and knowledge necessary to teach American Red Cross swimming and life saving courses. 2 hours per week.

**69a ELEMENTARY WEIGHT CONDITIONING (1) (M) (C).** *Prerequisite: Enrollees must be beginners in weight conditioning work.* Elementary lifts and procedures of weight training. Emphasis on proper form and techniques, safety procedures, and strength values of beginning work in weight lifting. Bar-bells, dumb-bells, and associated equipment are combined with regular running activity. 2 hours per week.

**69b INTERMEDIATE/ADVANCED WEIGHT CONDITIONING (1) (M).** *Prerequisite: Successful completion of Elementary Weight Conditioning or permission of the instructor.* Progressive skills and weight development in various weight conditioning exercises. Opportunities granted to specialize in different areas of the body. Development of individual programs encouraged. 3 hours per week.

**70 WESTERN RIDING (1) (C).** Care, feeding, structure of a horse; care of equipment; basics of western riding — hands, seat, control of animal in ring and trail riding. Cost per semester: \$50. 2 hours per week.

**71 ELEMENTARY WRESTLING (1) (M).** *Prerequisite: Enrollees must be beginners in wrestling activity.* Designed to introduce the student to intercollegiate wrestling through instruction in the rules, scoring system, and skills. Fundamental stances, take downs, escapes, reversals, breakdowns, rides and pinning combinations. After learning these skills, the student applies them in short periods of wrestling. 2 hours per week.



**72 YOGA (1) (C).** *Designed for beginning student in yoga.* Course deals with yoga postures and breathing techniques, with emphasis on body control through position awareness. 2 hours per week.

## Physical Science

**10 INTRODUCTION TO THE PHYSICAL SCIENCES (3).** Basic physical laws of nature as described by the sciences of physics, astronomy and chemistry. Many topics of interest to prospective school teachers are included. Stress on conceptual understanding rather than mathematical detail. This course meets the general education requirements for physical science at many colleges and universities. 3 hours per week.

## Physics

**2a-2b GENERAL PHYSICS LECTURE AND LABORATORY (4-4).** *Prerequisites: Elementary algebra and plane geometry, trigonometry is strongly recommended. Physics 2a is a prerequisite for Physics 2b.* Lectures with experimental demonstrations and laboratory experiments covering mechanics, heat and sound in the first semester, and magnetism, electricity, light and modern developments in the second semester. Designed for students majoring in some field of letters and science; required for those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. 3 lecture hours, 1 recitation hour and one 2-hour lab per week.

**4a-4b-4c GENERAL PHYSICS (4-4-4).** *Prerequisite for 4a: Mathematics 30; prerequisite for 4b or 4c: Physics 4a and Mathematics 31.* **4a-Mechanics,** wave motion and special relativity. **4b-Electricity** and magnetism. **4c-Heat,** light and modern physics. These courses constitute a three-semester program designed to give the student majoring in engineering, physics, chemistry and certain other majors a thorough foundation in the fundamentals of physics. 3 lecture hours, 1 recitation hour and one 2-hour lab period per week.

**9 PHYSICS OF SOUND AND MUSIC (3).** *Also Music 9.* *Prerequisite: None; high school algebra suggested.* Lectures with experimental demonstrations, emphasizing the nature of sound, music and related wave phenomena. A weekly laboratory period studying musical instruments, overtones, resonance and pitch. This course is planned for, but not restricted to, Music majors. 2 lecture hours per week, 3 lab hours per week.

**10 INTRODUCTION TO DESCRIPTIVE PHYSICS (3).** *Prerequisite: The equivalent of at least one semester of high school mathematics.* Description with experimental demonstrations of the more important

phenomena of physics. Designed to show the beauty, simplicity and unity of our conception of the physical world, rather than concentrating on mathematical detail. Open to all students except those who have had, or are taking physics 2a or 4a. This course meets the general education requirements for physical science at most colleges and universities. 3 lecture hours per week.

**62 PHYSICS FOR X-RAY TECHNOLOGISTS (4).** *Prerequisite: High school algebra and geometry; high school science.* This specialized course considers ideas of energy, electricity and electromagnetic waves as related to X-Ray phenomena, including interaction with matter. X-Ray circuits and equipment also are studied. Intended for students pursuing careers as X-Ray technologists. 4 lecture hours per week.

## Physiology

**1 INTRODUCTORY PHYSIOLOGY (5).** *Prerequisites: One course selected from Biology 1, Anatomy 1, Zoology 1, knowledge of elementary chemistry and physics is recommended.* Designed to familiarize the student with the functions of the organs and systems of the human body. This course is for students of Nursing, Physiotherapy, Physical Education, Psychology and other related fields. 3 lecture hours and two 3-hour lab periods per week.

## Political Science

**1 INTRODUCTION TO POLITICAL SCIENCE (3).** Examination of the nature of politics, basic forms of government and the theories of democracy, communism, fascism and other political ideologies. Analysis of contemporary political problems, domestic and international. Varieties of citizen participation, voting behavior, pressure group and political party activity will be considered. 3 lecture-discussion hours per week.

**2 CONTEMPORARY FOREIGN GOVERNMENTS (3).** The historical development and contemporary politics of significant foreign governments. Analysis and comparison of major forces and trends in Great Britain, France, Germany, the Soviet Union, Japan and several new non-Western states. 3 lecture-discussion hours per week.

**3 INTERNATIONAL RELATIONS (3).** The nature of relations among states; analysis of the basic forces affecting the formulation of foreign policy and the dynamics of international politics. The evolution and operation of the United Nations Organization is a major topic of study. 3 lecture-discussion hours per week.



**5 INTRODUCTION TO POLITICAL THEORY (3).**

The development and uses of classical and modern political ideas with emphasis on developing skill in dealing with political ideas and proposed solutions to problems. 3 lecture hours per week.

**7 SURVEY OF CONSTITUTIONAL PRINCIPLES**

**(3).** *Prerequisite: History 5 is strongly recommended.*

Survey of American Constitutional development and analysis of the issues and problems considered by the U.S. Supreme Court particularly in the area of civil liberties and civil rights; the rights of racial, political and religious minorities and of criminal defendants; the concepts of due process and equal protection of the laws; the interaction of the Supreme Court with the President, Congress, political parties and interest group. 3 lecture hours per week.

**13 MINORITY GROUP POLITICS IN THE UNITED STATES (3).**

Study of the political experiences and contributions, both intellectual and organizational, of selected racial and cultural minorities in the United States. Principal focus on Blacks, Mexican-Americans, Orientals and Native Americans. Brief attention given to European immigrants for comparative purposes. 3 lecture/discussion hours per week.

**21 AMERICAN GOVERNMENT (3).**

Survey of American politics and government, including public opinion, voting patterns and elections, pressure group and political party activity, the functions of the President, the Congress and the Supreme Court, and constitutional guarantees of the citizen's rights and liberties. 3 lecture-discussion hours per week.

**23 CALIFORNIA STATE AND LOCAL GOVERNMENT (2).**

Survey of California state and local government with a stress on current problems and processes. Students are encouraged to explore and formulate positions on current political and social issues. 2 lecture-discussion hours per week.

**24 CALIFORNIA URBAN GOVERNMENT (2).**

Survey of the principal problems of urban and metropolitan communities with emphasis on the major issues of decision-making and administrative organization in California. This course fulfills the California institutions requirements. 2 lecture hours per week.

**25 NATIONAL STATE AND LOCAL GOVERNMENT (5).**

Introduction to the principles and problems of American government at the national, state

and local levels. Intergovernmental relationships are examined from a functional point of view. Major areas of emphasis are American federalism, judicial review, the political process in nation and state, civil liberties, foreign policy and the role of the citizen at all levels of government. This one-semester course satisfies both the American institutions and the California institutions requirements. Not open to students who have had Political Science 21, 23, or 24. 5 lecture-discussion hours per week.

**27 AMERICAN SOCIETY (5).**

*Prerequisite: Strictly limited to foreign students or recent immigrants.*

Orientation course in American society and culture. Includes such topics as: (1) Main values and characteristics of the American people. How and why these traits have developed in American society—Puritan ethic, dream and reality of equality and democracy in America. (2) Political problems, principles and institutions in America—constitution, federalism, civil liberties. (3) American social institutions—the family, religion, arts, entertainment, sports. (4) Current issues and problems in American society. Comparison is frequently made between American traditions, institutions and practices and those of other countries in order to enhance the perspective with which the foreign student views the difference between his country and the United States. This course meets the American institutions and California institutions requirements. 5 lecture-discussion hours per week.

**28 INTRODUCTION TO THE SYSTEMS OF CALIFORNIA HIGHER EDUCATION (2).**

Surveys and analyzes intergovernmental relationships as they affect governance system relative to the authority and responsibilities of the legislature, boards of education and internal populations of California's higher education system. Particular emphasis is placed on the community college system, examining its historical background and development, its place in the Master Plan, current issues, future trends, varieties of students as related to curriculum and governance roles and the political processes affecting community colleges. Fulfills California Institutions requirement of the College. 2 seminar hours per week.

**40 POLITICAL SIMULATION GAMES (1).**

Drawing on the game-like quality of many real-life political situations, the course enables students to enlarge their understanding of politics by participating and making decisions in a miniature society, and then analyzing how well the concepts and assumptions in the simulation represent reality. May be taken in conjunction with another political science course or independently. 1½ hour class meetings twice weekly for 6 weeks.



**41 FIELD WORK IN A POLITICAL CAMPAIGN (1-2).** Students work for the candidate or campaign of their choice for a minimum of 30 hours and meet for one hour weekly during and for several weeks after the campaign (the first nine weeks of the semester) to report on and analyze the candidates and issues of the election. A second unit of credit will be awarded to students who wish to continue meeting as a seminar for the rest of the semester (seven additional meetings) to discuss brief review papers they have written on significant books on Presidential campaigns and elections. Course taken in conjunction with a U.S. or California government course, or independently. 9 lecture hours and 30 lab hours for 9 weeks for first unit; 7 seminar sessions and lab work for second unit.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Political Science and consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problems areas.

## Psychology

**1a GENERAL PSYCHOLOGY (3).** Introduction to the diverse areas of psychology including principles of learning, theories of personality, tests and measurement, behavioral disorders and mental health, and physiological and developmental aspects of individuals. Experimental design and research data are emphasized. 3 lecture hours per week.

**1b EXPERIMENTAL PSYCHOLOGY (3).** *Prerequisite: Psychology 1a or consent of instructor.* Scientific inquiry of the nature of behavior of man and other animals utilizing experimental methodology. Major objectives include development of skills in collecting and analyzing data from human and animal subjects with various laboratory apparatus. Emphasis upon professional journal format for experimental reports. 3 lecture hours per week.

**4 COURTSHIP, MARRIAGE AND THE FAMILY (3).** Focus on marriage as a personal and probable event in the lives of the students enrolled: courtship; personality and adjustment in marriage; parenthood; the problem of divorce; mate-selection; love; the family; anatomic, physiologic, psychologic and sociologic aspects of sex; children; religious factors; marriage as a social institution and as a personal commitment. 2 hours of lecture and one hour of discussion per week.

**5 CHILD DEVELOPMENT (3).** *Prerequisite: Psychology 1a.* Consideration of social, emotional,

physical and intellectual development from the prenatal period through adolescence. Emphasis upon factors influencing personality development. Current learning theorists are explored. One child is studied in depth. 3 lecture hours per week.

**6 SOCIAL PSYCHOLOGY (3).** *Prerequisite: Psychology 1a or Sociology 1.* Study of human interaction, the effects of social influences on human behavior. Special attention given to social pressure, attitudes, person perception and research methods. 3 lecture hours per week.

**7 THE PSYCHOLOGICAL EXPERIENCE OF LA RAZA IN THE U.S. (3).** *Prerequisite: Psychology 1a.* The psychological results of being a Spanish-speaking minority within an Anglo society. Emphasis on the psychodynamics of the Spanish-speaking family in the United States. 3 lecture hours per week.

**10 PSYCHOLOGY IN PRACTICE (3).** Intended for those who wish a general picture of human psychology and do not plan to take further courses in psychology. Emphasis will be on an application of psychological principles to problems of everyday life rather than the technical-scientific approach of Psychology 1a. 3 lecture hours per week.

**11a EARLY CHILDHOOD EDUCATION: NURSERY SCHOOL PRINCIPLES AND PRACTICES (3).** *Also Nursery School 11a.* Nature and goals of early childhood education. Evolution and exploration of various models of pre-schools and follow-through project. Exploration of the philosophic position, personalities and forces guiding the development of these early childhood programs. 3 lecture hours per week.

**11b EARLY CHILDHOOD EDUCATION CURRICULUM (3).** *Also Nursery School 11b.* Selecting, developing and managing activities for young children. Developing skills in providing adequate and effective education. Learning and values inherent in children's play. Exploration of creative activities and growth experiences through art, music, language development, dance, science, and Math. 3 lecture hours per week.

**12 CHILD, FAMILY AND COMMUNITY (3).** Designed for those working with or concerned with the education and welfare of pre-school children. Patterns of family living in a democratic society, and the role and interaction of members; varying factors affecting family life-racial, cultural, economic, social, urban and suburban; home-nursery relationships; community resources, welfare, education, counseling, guidance and recreation. 3 lecture hours per week.



**21 INTRODUCTION TO THE EXCEPTIONAL CHILD (3).** *Prerequisite: Psychology 5.* A survey course emphasizing the descriptive and diagnostic differences of exceptional children (deaf, mentally retarded, orthopedically handicapped, visually handicapped, communicative disorders, educationally handicapped, emotionally disturbed, blind/deaf, the gifted). Current approaches concerning educational suggestions are included. 3 lecture hours per week.

**22 INTRODUCTION TO THE MENTALLY RETARDED (3).** *Prerequisite: Psychology 5.* Course stresses a broad understanding of mental retardation—its characteristics, learning potentials, curriculum guides, community organizations and parent/teacher suggestions. 3 lecture hours per week.

**33 PSYCHOLOGY OF ADJUSTMENT (3).** *Prerequisite: Psychology 1a or permission of instructor.* Study of the dynamic processes involved in man's adaptation to the environment. Designed to provide an understanding of the contingencies of normal and abnormal behavior. Emphasis upon identification of coping behavior in problems in living and adjusting. Consideration of factors effecting personal growth. 3 lecture hours per week.

**42 INTRODUCTION TO TREATMENT MODALITIES (1-3).** Brief study of current theories, techniques and methods employed within the correctional and mental health settings to change behavior. Course is offered in three modules: (1) Transactional analysis (2) Behavior Modification and (3) Brief Therapy and I-Level Classification. One unit of credit is given for each module. 3 lecture hours per week.

**43 PSYCHOLOGICAL ASSESSMENT (3).** *Prerequisite: Psychology 1a.* Quantitative approach to the study of behavior. Introduction to traditional methods of assessment; i.e., intelligence tests, personality tests and clinical diagnostic instruments. Emphasis upon descriptive statistics and consideration of inferential statistics. 3 lecture hours per week.

**44 DRUGS: EFFECTS ON INDIVIDUALS AND SOCIETY (3).** *Also Administration of Justice 44. Prerequisite: Psychology 1a.* Introduction to the effects of various categories of drugs. Exploration of the anatomical and physiological basis of drug action. Designed to enable identification of symptoms and side effects of drug use or abuse. Emphasis upon various modes of treatment and rehabilitation. 3 lecture hours per week.

**45 PRINCIPLES OF GROUP INTERACTION (3).** *Prerequisites: Psychology 1a and permission of instructor.* Introduction to the theories and methods of analysis of group interaction. Emphasis given to the processes by which a professional therapist guides a group in which the objective is the therapeutic welfare of the group. Emphasis on topics, such as conformity pressure, membership qualities, leadership behavior and reference groups. 3 lecture hours per week.

**46 INTRODUCTION TO COUNSELING (3).** *Also Administration of Justice 46. Prerequisite: Permission of instructor.* Introduction to the various theoretical views of counseling and exposure to the general principles of interviewing. Major objectives are to provide an opportunity for the development of skills in establishing rapport, setting counseling goals, recognizing strengths in individuals, recognizing self limitations, and methods for making referrals and terminating counseling relationships. 3 lecture hours per week.

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Supervised field experience by arrangement.

**48 SPECIAL TOPICS (1-3).** A course on topics of contemporary interest designed to provide a means for discussing changing knowledge and important issues in psychology. Specific subject matter will vary from semester to semester and is announced in advance. 1 to 3 lecture hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Psychology and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

## Radiologic Technology

**1 INTRODUCTION TO X-RAY TECHNOLOGY (2).** *Credit/no credit. Prerequisites: Anatomy 62a and Physics 62 with grades of C or better.* Introduction to X-ray technology and orientation to X-ray career field. Includes hospital observation, radiation protection, film composition, darkroom technique, radiographic technique and basic positioning of extremities and chest. 2 lecture hours per week.

**2 RADIOLOGIC TECHNOLOGY, BASIC (6).** *Credit/no credit. Prerequisite: Radiologic Technology 1.* Basic positioning of skull, spine and abdominal; introduction to fluoroscopy, I.V. pyelograms, gall bladder and G.I. studies. Summer session, nine weeks. 4 lecture hours and 26 lab hours per week.



**3 RADIOLOGIC TECHNOLOGY, INTER-MEDIATE (6).** *Credit/no credit. Prerequisite: Radiologic Technology 2.* Exposure math, radiation protection, radiographic technique and positioning, contrast media, film critiques. 4 lecture hours and 26 lab hours per week.

**4 RADIOLOGIC TECHNOLOGY, ADVANCED (6).** *Credit/no credit. Prerequisite: Radiologic Technology 3.* Continuation of radiographic technique; pediatric, dental and angiographic radiography, exposure experiments in image and film characteristics. 4 lecture hours and 26 lab hours per week.

**5a-5b RADIOLOGIC TECHNOLOGY, INTERNSHIP (6-6).** *Credit/no credit. Prerequisite: Radiologic Technology 4.* Clinical internship on a full-time basis with review and final preparation for registry examination. 40 hours per week for 8 months.

## Recreation Education

**40 INTRODUCTION TO RECREATION (2).** *For major and minor students in Physical Education and Recreation Education.* Study of recreation as a profession. The history and principles of recreation are considered and various public and private recreation organizations are examined and observed. The basic philosophies, skills and knowledge necessary for effective leadership and programming are analyzed. Current trends in the field of recreation are studied. Students are required to prepare a term paper or an approved project, participate in panel discussions, symposiums, laboratory and field experiences. 2 lecture hours per week with assigned lab meetings.

**41 RECREATIONAL LEADERSHIP (3).** *Prerequisites: Recreation 40 and Physical Education 20, one of which may be taken concurrently with Recreation 41.* *Recreational Leadership may be taken concurrently with Recreation 42.* Practical supervised experience in San Mateo County area recreation programs for students preparing for recreational leadership positions. Course is for major and minor students in Recreation Education. 1 hour of lecture per week with a minimum of 3 additional hours per week in a field assignment.

**42 CAMPING AND OUTDOOR EDUCATION (2).** *Prerequisite: Recreation 40 or permission of the instructor.* Combination course in the theory and practice of camping. Attention is given to the leadership

qualities for camp counseling, camper's development, and the growth and significance of organized camping. The principles of camping programs are considered and the practical skills in camping practiced. A weekend camping trip is planned as part of the course. 2 lecture hours per week.

**43 SOCIAL RECREATION (2).** *Prerequisite: Recreation 40 or Physical Education 20 is desirable, but not required.* Theory and activity course on the effective conduct of social recreation clubs, playgrounds, recreation centers, churches and camps. The leadership of social recreation activities is taught, with the emphasis on the social development and integration of individuals into group programs. Prime consideration given to acquainting students with planning programming and conducting social recreation activities. 1 lecture hour and 2 lab hours per week.

**44 ELEMENTARY SCHOOL ACTIVITIES (2).** *Prerequisite: Physical Education 20, Recreation 40 or Psychology 5 are desirable, but not required.* Presentation of games, sports, rhythms and dances as well as other physical education activities commonly taught the elementary school child. Experience in organizing and conducting physical activities would be provided. To provide theoretical and practical knowledge of physical activities commonly taught in elementary school Physical Education and recreational programs. This course is recommended for Physical Education and Recreation Education majors and minors. Students enrolled in this section may fulfill their state Physical Education requirement. 1 lecture hour and 2 lab hours per week.

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Supervised field experience by arrangement.

## Religious Studies

An interdisciplinary Religious Studies major is currently being offered. Courses now existing under this major are:

- English 34-Religion in Literature (3)
- History 13-The Bible as History (3)
- History 14-Religion in America (3)
- Philosophy 6, Option "A"-Introduction to Philosophy with special emphasis on religion (3)
- Philosophy 23-Introduction to Ethics (3)
- Philosophy 24-Intro. to Religion: Religions of the World (3)
- Philosophy 25-Western Religious Philosophy (3)
- Philosophy 35-Asian Philosophy (3)

A more detailed description of these courses may be found under the department name and number.



## Research and Development

**1 RESEARCH METHODS AND STATISTICAL ANALYSIS (3).** *Also Statistics 1. Prerequisite: High school Algebra.* Practical introduction to data collection (interviewing skills, questionnaire design), analysis (coding—descriptive statistics and elementary inferential statistics), and presentation (use of charts, graphs, tables; report design). A major class project involving the above skills is undertaken. 3 lecture hours per week.

**10 INTERACTION AND COMMUNICATION FOR THE PARAPROFESSIONAL (3).** *Also Social Science 10.* Designed to develop skills in human interaction, listening and speaking, technical writing, inter-office communications and preparation of public information data. 3 lecture hours per week.

**11 DESIGN AND DEVELOPMENT (3).** *Also Social Science 11.* Introduces the student to the systems approach to planning, design and development. Emphasis on problem solving, research techniques and adaptation to resource limitations on the designer. Through selected developmental case studies, simulated tasks and projects, the student learns to search, evaluate and use methods, materials, tools and resources needed in the field of research and development. 3 lecture hours per week.

**12 EVALUATION AND ANALYSIS (3).** *Also Social Science 12.* Study of the methods and processes involved in completing an evaluation as the basis for a judgment or decision. Focus on the actual process of evaluation and on some of the methods for updating the evaluation on the basis of new evidence. Case studies, projects, etc., are included. 3 lecture hours per week.

## Social Science

**1 INTRODUCTION TO THE SOCIAL SCIENCES (3).** Methodology of the social sciences, using local problems as a basis of study. Designed to demonstrate how the resources of political science, anthropology and sociology can be utilized in working out solutions. This course carries California State and Local Government credit. 2 lecture hours and 1 discussion hour per week.

**2 INTRODUCTION TO THE SOCIAL SCIENCES (3).** *Prerequisite: None; (Social Science 1 preferred).* Methodology of the social sciences, using international problems as a basis of study. Designed to demonstrate how the resources of history, economics and political science can be utilized in working out solutions. This course carries American History and Institutions credit. 3 lecture hours per week.

**3 CONCEPTS OF CRIMINAL LAW (3).** *Also Administration of Justice 3. Prerequisite: Administration of Justice 1, Social Science 40 or consent of instructor.* Reason for criminal laws, their source and function in our society. The structure, definitions and most frequently used sections of the California Penal Code. Classification of crimes, nature of crimes, intent involved in the commission of an offense, attempts, conspiracy and criminal responsibility. 3 lecture hours per week.

**6 CONSUMER IN THE MARKET PLACE (3).** *Also Home Economics 6.* Designed to help the consumer operate in today's complicated market place. Guidelines for intelligent buymanship and money management. Review of consumerism and the rights and responsibilities of the consumer including legislation. 3 lecture hours per week.

**10 INTERACTION AND COMMUNICATION FOR THE PARAPROFESSIONAL (3).** *Also Research and Development 10.* Designed to develop skills in human interaction, listening and speaking, technical writing, inter-office communications and preparation of public information data. 3 lecture hours per week.

**11 DESIGN AND DEVELOPMENT (3).** *Also Research and Development 11.* Introduces the student to the systems approach to planning, design and development. Emphasis on problem solving, research techniques and adaptation to resource limitations on the designer. Through selected developmental case studies, simulated tasks and projects, the student learns to search, evaluate and use methods, materials, tools and resources needed in the field of research and development. 3 lecture hours per week.

**12 EVALUATION AND ANALYSIS (3).** *Also Research and Development 12.* Study of the methods and processes involved in completing an evaluation as the basis for a judgment or decision. Focus on the actual process of evaluation and on some of the methods for updating the evaluation on the basis of new evidence. Case studies, projects, etc., included. 3 lecture hours per week.

**20 CURRENT WORLD AFFAIRS (3).** Examination of history as it is being made. Social, cultural and political events which have taken place within the students' lifetime are analyzed with the aim of giving perspective and understanding to those events. Emphasis on helping students relate, in an objective manner, their personal feeling and beliefs to the forces, feelings and beliefs which lie behind and motivate a variety of recent events in international relations,



domestic political developments, environmental issues, racial controversies, and social reform movements. 3 lecture hours per week.

**29 JUVENILE PROBLEMS AND PROCEDURES**

**(3).** *Prerequisite: Administration of Justice 1, Social Science 40, or Sociology 2, or concurrent registration in same.* Factors related to juvenile delinquency. The legal and social components of probation and parole. History, philosophy, and function of the Juvenile Court. Emphasis placed upon attitudes, and behavior as related to juvenile delinquency. The position the public agencies play in juvenile and delinquency control; organization and function of related juvenile agencies; the laws governing the handling of juvenile offenders and their application. 3 lecture hours per week.

**30 CONTEMPORARY CULTURES (3).**

Introductory course in the study of cultures in American society with primary emphasis on people of color. Designed especially for people going into public service careers to make them aware of the nature of American society as multi-cultural and multi-racial. Contemporary problems are used as basis of study and discussed from both a sociological and psychological point of view, emphasizing the dynamics of personal relations. 3 lecture hours per week.

**32 CONTEMPORARY MEXICAN-AMERICAN SOCIAL MOVEMENT (3).**

Study of contemporary Mexican-American social action. Analysis from a sociological and psychological point of view. Designed to give students a greater understanding of the present and future development of the Mexican-American within American society. 3 lecture hours per week.

**33 AFRO—AMERICAN CULTURE (3).**

Contemporary view of Black America. Concerned with the current political and social movements in Black communities with an emphasis on the urban area. The contemporary Black family is examined, and culture of the contemporary Black community also is studied in present and historical perspective. 3 lecture hours per week.

**34 MEXICAN-AMERICAN CULTURE (3).**

Contemporary view of the Mexican-American community covering its cultural heritage, social structure, problems and creative contributions. 3 lecture hours per week.

**35 CHILD IN THE HOME (3).**

*Also Home Economics 35. Prerequisite: Completion of or concurrent enrollment in Psychology 1a.* Emotional, social, intellectual, and physical development of

children to six. Understanding the young child, the point of view of a child, individual differences, implications for later behavior and personality growth; emerging resources for coping with the world; and concrete analysis of contemporary parents' concerns. 3 lecture hours per week.

**36 LIFE CYCLE: INDIVIDUALS AND FAMILIES**

**(3).** *Also Home Economics 36.* Understanding of self and social development which affect readiness for adulthood and family interactions. Developmental concerns from birth to death and changes in the family structure, as well as crisis situations, such as marriage, divorce, suicide, alcoholism, drugs, aging, and death. 3 lecture hours per week.

**37 SOCIOLOGY OF WOMEN (3).**

*Also Home Economics 37.* Examination of the historical, socio-economic, psychological, social biological, political, emotional and intellectual factors influencing women and their roles in society. 3 lecture hours per week.

**38 COMMUNITY RELATIONS OF PUBLIC AGENCIES (3).**

*Also Administration of Justice 38.* Role of public agencies in contemporary society with particular emphasis on minority group relations. Examination of the society and the agencies that perform the police and service functions. 3 lecture hours per week.

**40 INTRODUCTION TO SOCIAL SERVICE (3).**

Designed to assist students in their decision-making about careers in one of the social services and to give students an opportunity to interact with representatives from any social service agencies. A survey of the social services their scope, purposes, problems and issues. Designed to provide an overview of the many local, state and federal services. 3 lecture hours per week.

**41 THE COMMUNITY WORKER (2).**

*Prerequisite: Concurrent enrollment in Social Science 47-Cooperative Education (1-4) Social Science 40 or consent of the instructor (acceptable field experience).* Instruction in writing observations, log entries, reports, evaluation, case studies, and other related writing skills; field trips to various local agencies and institutions. Emphasis on the meaning of "professionalism," the importance and function of professional ethics and the difficulty personnel encounter in living these roles. 2 lecture hours per week.

**42 HISTORY AND PRACTICE OF ADOLESCENT PLACEMENT (3).**

*Also Administration of Justice 42.* As a basic course in the Adolescent Group Worker



program, this course explores the variety of systems in the Juvenile court system, ranging from maximum security to the professional foster home. A survey of placement considerations and procedures. Emphasis on the growth and implications of the treatment modal. 3 lecture hours per week.

**43 EDUCATIONAL RESOURCES (1).** Basic introduction to the Education Code, the welfare and other institution codes, and a working knowledge of negotiations with various school officials. Use of the variety of services available to the community, e.g., home teachers, special tutors and special education program. 2 hours per week for 8 weeks.

**44 COMMUNITY DEVELOPMENT (3).** The dynamics of community decision-making process in relation to meeting social welfare needs and problems; the variables in the functions and roles of the community organization and community development worker; the process of effecting change in communities. 3 lecture hours per week.

**45 JUVENILE RIGHTS AND COURT LAW (1).** Designed to assist foster parents and welfare workers in understanding their legal rights and responsibilities and what is expected of foster parents. Also defines the children's rights when they have violated the court order or statutory law. 2 hours per week for 8 weeks.

**47a-47b COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Supervised field experience by arrangement.

**48 SPECIAL TOPICS (1-3).** A class dealing with topics of special interest. Specific subject matter will vary from semester to semester and will be announced in advance. 1 to 3 lecture hours per week.

**49 SPECIAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Social Science and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

## Sociology

**1 INTRODUCTION TO SOCIOLOGY (3).** Study of the basic structure of human society, the main forces that hold groups together or weaken them, the conditions that transform social life. A definite attempt is made to integrate contemporary issues with our sociological considerations. 3 lecture hours per week.

**2 SOCIAL PROBLEMS (3).** By analyzing social problems such as crime, racism and poverty in America, attention is focused on the various social, economic and political institutions and situations influencing their growth and development. Specific problems such as drug abuse, treatment of offenders, U.S. health problems, education, and welfare systems are considered. The response of social institutions as it relates to the prevention and control of these problems is discussed. 3 lecture-discussion hours per week.

**3 MINORITIES IN AMERICAN SOCIETY (3).** *Prerequisite: Sociology 1 or 2, History 33 is recommended.* Sociology of inter-ethnic contact with emphasis on the experience of minorities of color in the United States. An examination of the dual themes of racism and equality in American society. 3 lecture hours per week.

**5 SOCIOLOGY'S FUTURE: SURVIVING THE COLLISION WITH TOMORROW (3).** *Prerequisite: Should have had an introductory course in Sociology.* Projecting the trends of today to their ultimate "illogically-logical extreme," in order to illuminate where our decisions of today can carry us in the future. 3 lecture hours per week.

**15 RELIGION AND SOCIETY: TOWARD A SOCIOLOGY OF RELIGION (3).** *Prerequisite: A Sociology course is strongly recommended.* Analysis of the sociological consequences of religious experience and its expression in man's efforts to organize his society; deals with the types of religious organization of society as well as religion's role in shaping societal notions of authority and differentiation. Finally, some consideration of the above analysis in society today. 3 lecture hours per week.

**43 INTRODUCTION TO CRIMINOLOGY AND PENOLOGY (3).** *Evening College.*

**47 COOPERATIVE EDUCATION (1-4).** *Credit/no credit.* Supervised field experience by arrangement.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisites: Previous or concurrent work in Sociology and the consent of the instructor and the Social Science Division Chairman.* Specified individual study or directed research in specific problem areas.

## Spanish

Students enrolled in certain courses in foreign language are asked to make use of the language



laboratory. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.

**1 ELEMENTARY SPANISH (5).** Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only structures already practiced. Students are urged to make extensive use of the facilities in the language laboratory. 5 class hours per week.

**2 ADVANCED ELEMENTARY SPANISH (5).** *Prerequisite: Spanish 1 with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.* Continuation of Spanish 1. Additional reading of Spanish short stories to serve as a basis for classroom conversation. Students are urged to make extensive use of the listening facilities in the language laboratory. 5 class hours per week.

**3 INTERMEDIATE SPANISH (5).** *Prerequisite: Spanish 2 with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.* Practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Spanish-American literature. Students are urged to make extensive use of the facilities in the language laboratory. 5 class hours per week.

**4 ADVANCED INTERMEDIATE SPANISH (3).** *Prerequisite: Spanish 3 with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.* Further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Spanish and Spanish-American literature. 3 class hours per week.

**25a-25b ADVANCED SPANISH (3-3).** *Prerequisite for 25a: Spanish 4; prerequisite for 25b: 25a.* Oral and written composition, class reading of works of Spanish and Spanish-American literature, extensive collateral reading of varied types of Spanish and Spanish-American literature, and review of grammar. 3 class hours per week.

**46 FOREIGN LANGUAGE LABORATORY (1/2-1).** *Credit/no credit.* A program consisting of 25-50 hours of work in the language laboratory, emphasizing speaking and understanding Spanish. 3 lab hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisite: Spanish 25b or permission of the instructor.* Reading of Spanish and Latin-American classics and contemporary literature. Conferences for oral reports. Time to be arranged. A minimum of 3 hours of reading per unit per week is required.

**100a-100b CONVERSATIONAL SPANISH ELEMENTARY (2).** *Credit/no credit.* Practical course in the Spanish language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. 3 class hours per week.

**100c CONVERSATIONAL SPANISH INTERMEDIATE (2).** *Credit/no credit.* Practical course in the Spanish language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. Reading and writing skills in Spanish are required. 3 class hours per week.

## Speech-Communication

**1a FUNDAMENTALS OF SPEECH-COMMUNICATION (3).** *Prerequisite: Enrollment in English 1a or permission of instructor.* Study and practice of basic principles of effective oral communication. Research, preparation, and delivery of extemporaneous speeches to inform and persuade. Emphasis on examination of relevant social issues. Analysis and evaluation of oral communications. 3 class hours per week.

**10 INTERPERSONAL SPEECH-COMMUNICATION (3).** Experiential approach to the study of inter-personal speech-communication, rational dialogue and cooperative analysis of communicative events. Study and practice of communicative action-interaction-transaction, the symbolic process, reasoning and advocacy, and the effects of verbal and non-verbal communication on the individual and society. 3 class hours per week.

**30a-30b ORAL INTERPRETATION OF LITERATURE (3).** Oral reading of literature (poems, short stories, plays); analysis of meaning; analysis of voice quality, enunciation, pronunciation and expressiveness. 3 class hours per week.

**49 INDIVIDUAL PROJECTS (1-2).** *Prerequisite: Approval of instructor and the chairman of the English Division.* Students participate in and/or set up meaningful speech-communication events in the college



community. Topics can range from on-campus panel discussions or debates to presenting speeches to community organizations. Topics are restricted only in that they must go beyond the scope of offered courses.

**57 SPEECH-COMMUNICATION FOR FOREIGN STUDENTS (3).** *Prerequisite: Assignment by the Foreign Student Advisor or by S.D.P. Counselor.* Designed to help the non-native speaker develop greater fluency in spoken English. Practice in pronunciation, diction and usage. Preparation and delivery of extemporaneous speeches. 3 class hours per week.

## Statistics

**1 RESEARCH METHODS AND STATISTICAL ANALYSIS (3).** *Also Research and Development I. Prerequisite: High school Algebra.* Practical introduction to data collection (interviewing skills, questionnaire design), analysis (coding; descriptive statistics elementary inferential statistics), and presentation (use of charts, graphs, tables; report design.) A major class project involving the above skills is undertaken. 3 lecture hours per week.

**2 INTRODUCTORY STATISTICS (4).** *Prerequisite: Mathematics 13 or consent of instructor.* Introduction

to descriptive and inferential statistics; sampling; prediction; correlation; regression. This course is more advanced mathematically than Statistics 1, but does not include interviewing techniques. 4 hours per week.

## Student Government

**1-2 STUDENT GOVERNMENT (1-1).** *Credit/no credit.* Designed to assist Student Council members, commissioners, club officers, and other interested students in acquiring background and skills for effective participation in activities. Includes parliamentary procedure, group dynamics, and analysis of the nature and techniques of effective leadership. One class hour and attendance at weekly Student Council meeting.

## X-Ray Technology

See "Radiologic Technology."

## Zoology

**1 GENERAL ZOOLOGY (5).** *Prerequisite: High school Biology with grade of B or better, or Biology I with a grade of C or better.* Study of invertebrate and vertebrate animals, their organs and functions, adaptations, evolution and natural history. 3 lecture hours and two 3-hour lab periods per week.



# Index

- A**
- A.A. Degree .....29
- A.A. Degree and Certificate  
Occupational Programs .....33
- A Cappella Choir .....88
- Absence Without Leave .....25
- Academic Standards .....23
- Accounting .....64, 66
- Accreditation .....15
- Activities .....26
- Administration .....4
- Administration of Justice .....40, 57
- Admissions Information .....19
- Adolescent Group Worker .....41
- Adult Students .....19
- Advertising .....66
- Afro-American Studies .....41
- American Institutions .....30
- American Studies .....82
- Anatomy .....59
- Announcement of Courses .....57
- Anthropology .....59
- Application for Admission .....21
- Army ROTC .....50, 85
- Art .....41, 60
- Asian Studies .....42
- Associate in Arts Degree .....29
- Astronomy .....61
- Athletics .....27
- Attendance Regulations .....24
- B**
- Bacteriology .....61
- Biology .....61
- Board of Trustees .....4
- Botany .....62
- Business .....43, 62
- Business Administration .....42, 66
- C**
- Calendar .....3
- California State Universities  
and Colleges .....34
- Career Information .....26, 42
- Change of Program .....21
- Chemistry .....66
- Choice of College .....20
- CLEP .....20
- Clothing Courses .....80
- College Orientation .....26
- Conduct .....24
- Conservation .....67
- Continuing Education .....17
- Cooperative Education .....67
- Coordinated Instruction  
Systems .....57
- Corrections .....46
- Costs to Students .....20
- Counseling .....17, 25
- Counseling Appointments .....21
- Course Descriptions .....57
- Credit by Examination .....20
- Credits .....22
- Credit Management .....63
- Criminology .....40, 57
- Curricula Suggested .....40
- D**
- Data Processing .....68
- Degree (A.A.) .....29
- Dental Hygiene .....46
- Dentistry .....46
- Disqualification .....23
- Dismissal .....23
- Drafting .....68
- Drama .....46, 68
- E**
- Ecology .....69
- Economics .....69
- Education .....70
- Electronics .....70
- Emergency Leave of Absence .....24
- Employment Opportunities .....26
- Engineering .....46, 70
- English .....71
- Entrance Test .....26
- Entrance Requirements .....19
- Environmental Technology 47, 73
- Evening College .....17
- Examinations .....20
- F**
- Faculty .....5
- Financial Aids .....26
- Fines .....24
- First Aid .....78
- Food Technology and  
Management .....48, 74
- Foreign Students .....20
- Foreign Travel and Study .....27
- Forestry .....75
- French Courses .....75
- G**
- General College Information .....11
- General Education .....34
- Genetics .....62
- Geography .....75
- Geology .....76
- German Courses .....76
- Grade Point Deficiency .....23
- Grades .....22
- Grade Points .....22
- Grade Reports .....22
- Grades and Scholarships .....22
- Graduation Requirements .....29
- Guidance Courses .....77
- H**
- Health Education .....77
- Health Insurance .....26
- Health Service .....26
- High School Graduates .....19
- High School Juniors and Seniors 19
- History .....78
- Holidays (See Calendar) .....3
- Home Economics .....49, 80
- Honors at Graduation .....22
- Honorable Dismissal .....23



Housing ..... 26  
 Humanities ..... 30

**I**

Incompletes ..... 22  
 Individual Projects ..... 57  
 Individualized Major ..... 49  
 Information, General ..... 11  
 Instructors ..... 5  
 Interdisciplinary Studies ..... 82  
 Interior Design ..... 49, 82  
 International Relations ..... 96  
 Intramural Activities ..... 27

**J**

Job Placement ..... 26  
 Journalism ..... 82  
 Junior Standing ..... 34

**L**

Learning Skills ..... 32  
 Leave of Absence ..... 24  
 Library ..... 15  
 Loans ..... 26

**M**

Majors ..... 39  
 Marks Used ..... 22  
 Mathematics ..... 50, 83  
 Management (Certificate Programs) ..... 49, 83  
 Medical Sciences ..... 50  
 Mental Health Assistant ..... 50  
 Merchandising Management ..... 45  
 Meteorology ..... 85  
 Mexican-American Studies ..... 50  
 Military Science (Army ROTC) ..... 50, 85  
 Music ..... 51, 86

**N**

Natural Sciences ..... 29  
 Newspaper, College ..... 27  
 Nursery School ..... 52, 88

Nursing ..... 52, 88  
 Nutrition ..... 52

**O**

Occupational Programs ..... 33  
 Occupational Therapy ..... 52  
 Pre-Optometry ..... 52  
 Organizations, Student ..... 27

**P**

Paleontology ..... 52  
 Parasitology ..... 52  
 Parking ..... 15  
 Personal Recommendations ..... 23  
 Personnel Services ..... 25  
 Pharmacy ..... 52  
 Philosophy and Objectives (College) ..... 11, 13  
 Philosophy ..... 89  
 Physical Education ..... 52, 90  
 Physical Education Requirements ..... 21  
 Physical Therapy ..... 53  
 Physical Science Course ..... 96  
 Physical Sciences ..... 52  
 Physics ..... 53, 96  
 Physiology ..... 96  
 Placement Services ..... 26  
 Placement Credit ..... 20  
 Political Science ..... 96  
 Preparation to Enter Four-Year Colleges ..... 34  
 Probation ..... 53  
 Program Changes ..... 21  
 Program Planning ..... 25  
 Psychological Services ..... 25  
 Psychology ..... 53, 98  
 Publications ..... 27

**R**

Radiologic Technology ..... 53, 99  
 Reading ..... 73  
 Recreation Education ..... 53, 100  
 Rehabilitation ..... 53  
 Religious Studies ..... 53, 100

Research and Development Assistant ..... 53, 101  
 Residence Requirements ..... 20  
 Registration ..... 21  
 Right of Petition for Readmission ..... 23

**S**

Scholastic Honors ..... 23  
 Scholarships ..... 28  
 Secretarial Curricula ..... 43  
 Secret Organizations ..... 24  
 Social Science ..... 30, 101  
 Social Service ..... 54  
 Social Work ..... 55  
 Sociology ..... 103  
 Spanish Courses ..... 103  
 Special Education Assistant ..... 55  
 Special Students ..... 20  
 Special Topics ..... 57  
 Speech-communication ..... 104  
 SPEED ..... 26  
 Sports ..... 27  
 State Colleges ..... 34  
 Statistics ..... 105  
 Student Activities ..... 26  
 Student Development Program ..... 25  
 Student Government Course ..... 105  
 Student Guide ..... 27  
 Student Health Insurance Program ..... 26  
 Student Obligations ..... 24  
 Student Organizations ..... 27  
 Student Personnel Services ..... 25  
 Student Publications ..... 27  
 Suggested Curricula ..... 40  
 Summer Session ..... 15

**T**

Teacher Assistant ..... 55  
 Teacher Preparation ..... 56  
 Testing ..... 26  
 Theatre Arts ..... 46  
 Transcripts ..... 23  
 Transfer of Credits ..... 20, 34  
 Transfer Students ..... 19, 23  
 Trustees ..... 4



Tuition (Non-Residents) .....20

**U**

Unit Load Limitations .....21  
Units of Work and Credit .....22  
Universities .....34  
University of California .....37  
Urban Planning .....56  
Urban Studies .....56

**V**

Varsity Sports .....27, 90  
Veterans and Dependents .....19  
Pre-Veterinary Medicine .....56

**W**

Withdrawal from College .....25

Work Experience

Education .....67  
Work, Part-time .....26

**X**

X-Ray Technology .....105

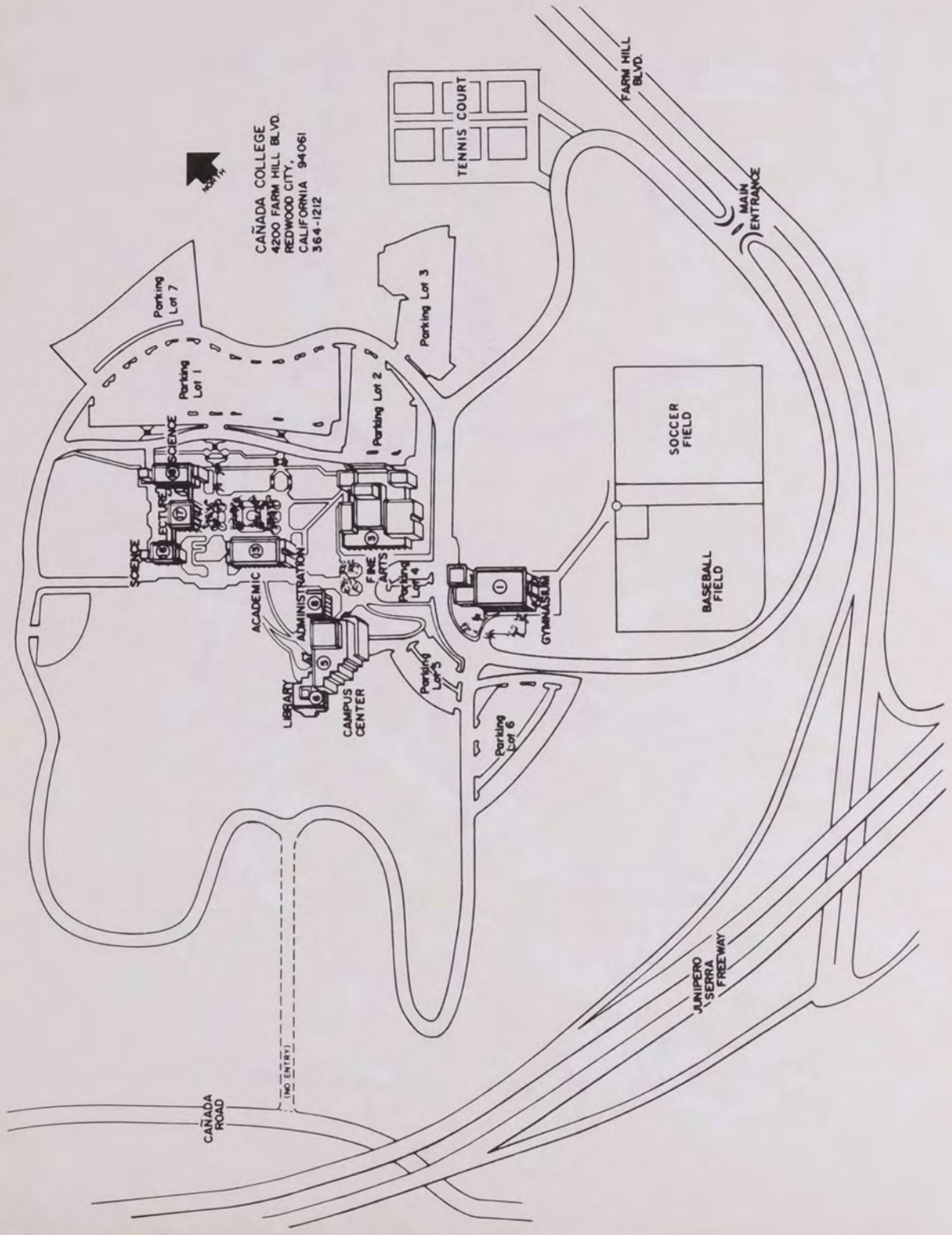
**Z**

Zoology .....105





CANADA COLLEGE  
4200 FARM HILL BLVD.  
REDWOOD CITY, CALIFORNIA 94061  
364-1212



CANADA ROAD

(NO ENTRY)

JUNIPERO  
SERRA  
FREEWAY

FARM HILL  
BLVD.

MAIN  
ENTRANCE

TENNIS COURT

SOCCER  
FIELD

BASEBALL  
FIELD

GYMNASIUM

Parking Lot 3

Parking Lot 2

Parking Lot 7

Parking Lot 1

Parking Lot 6

SCIENCE

LECTURE SCIENCE

ACADEMIC  
ADMINISTRATION

LIBRARY

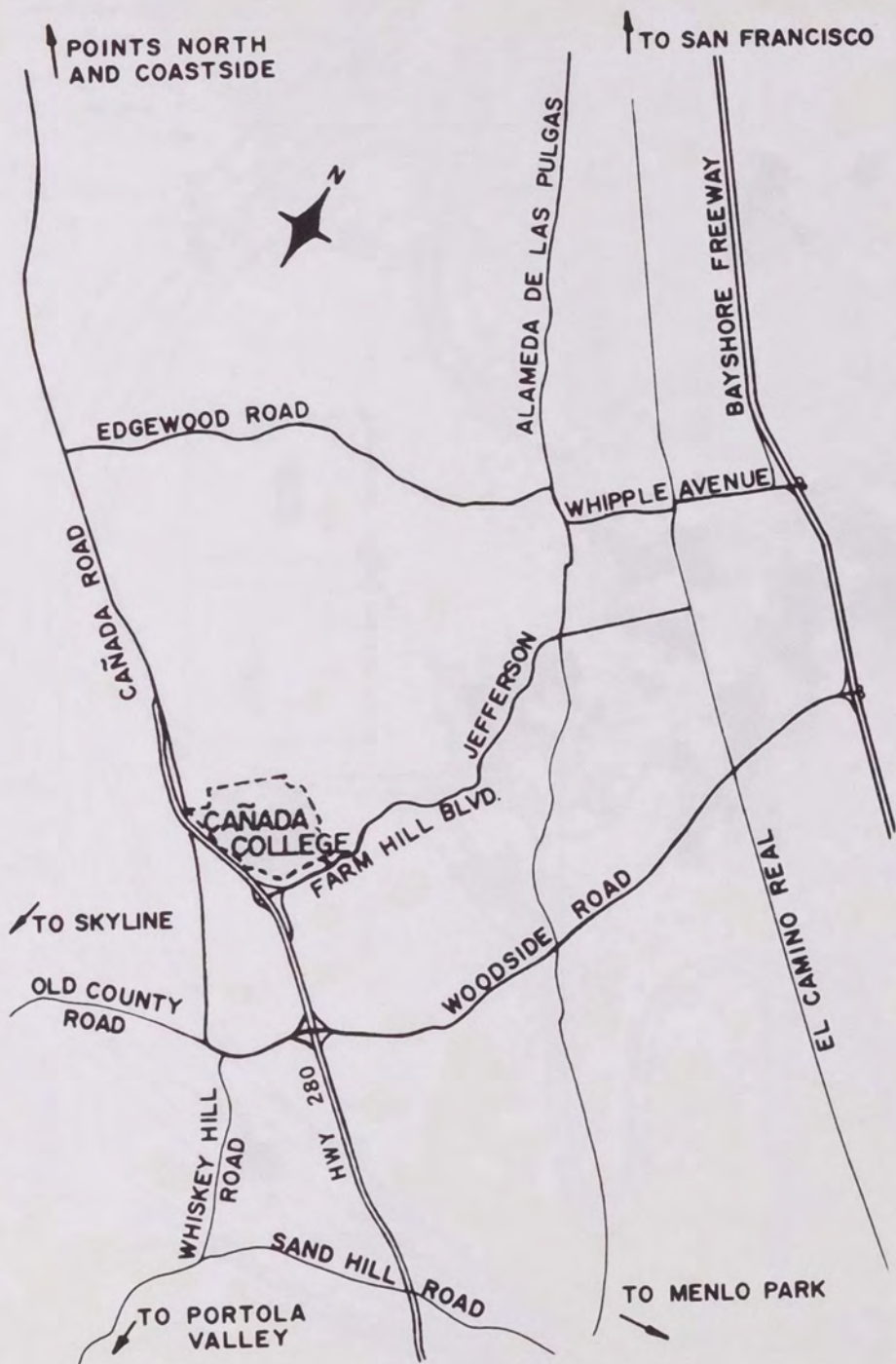
CAMPUS  
CENTER

FINE  
ARTS

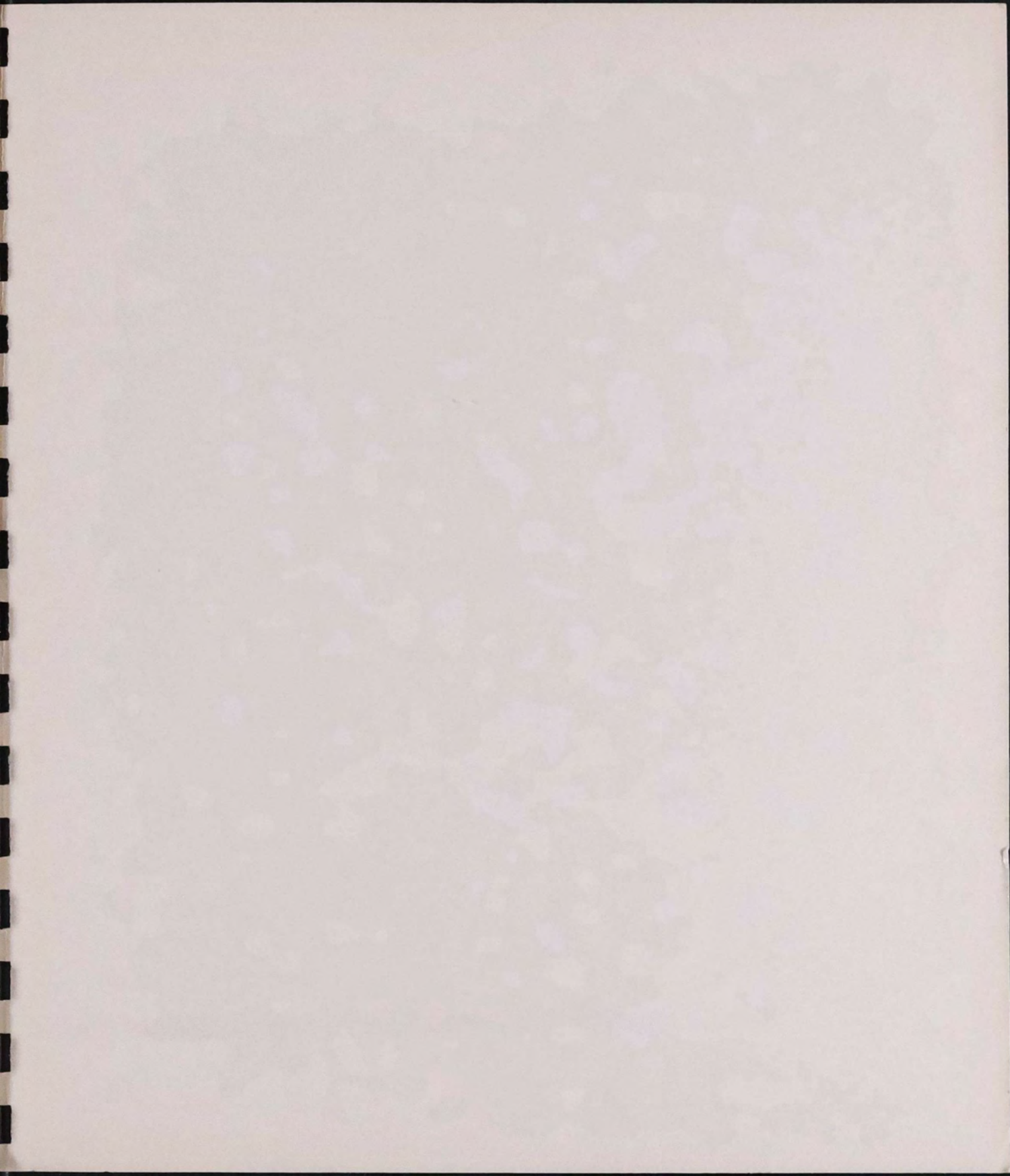
Parking Lot 4

Parking Lot 8













Office of the Registrar

**CAÑADA COLLEGE**

4200 Farm Hill Boulevard

Redwood City, California 94061

Return Postage Guaranteed